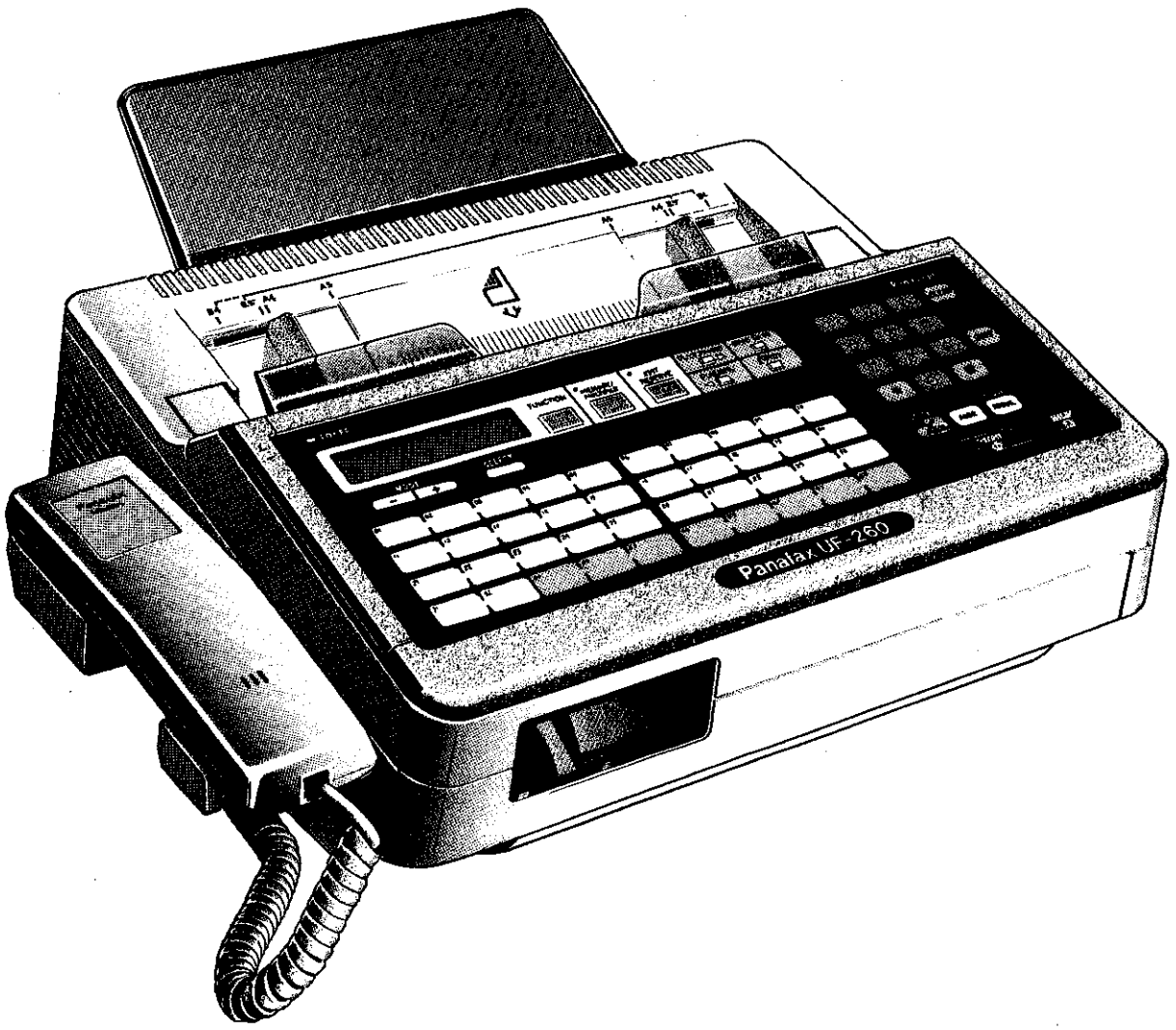
Panafax
UF-260
User's Guide



Panasonic

IMPORTANT INFORMATION

When requesting information, supplies, or service always refer to the model and serial number of your machine. The model and serial number's plate (Main Name Plate) is located on the rear of the machine.
For your convenience, space is provided below to record the information you may need in the future.

MODEL NO. UF-260 SERIAL NO.

Date of Purchase

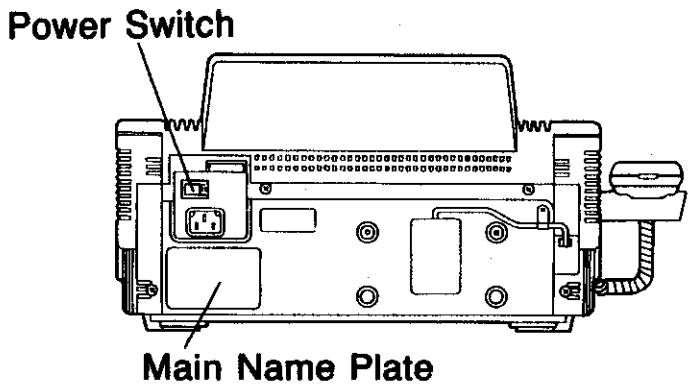
Dealer

Address

Telephone Number
( ) —

Supplies Telephone Number
( ) —

Service Telephone Number
( ) —



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INTRODUCTION

The UF-260 is one of the most advanced models in the Panafax family of G3/G2 compatible, desktop facsimile machines. It features built-in memory which allows you to store up to 20 standard pages (see Specifications) of information in the machine, as well as use a full range of speed dialing techniques designed to make sending faxes easier, faster and more economical.

Anyone can learn how to use the most frequently used features with a few minutes of simple practice. However, because the UF-260 has the capacity to perform so many different functions, not everyone will need to learn every feature.

This User's Guide will help you to use your UF-260 quickly and easily. The Table of Contents shows where to find information on every feature. Although we recommend that you at least review each section briefly, you may need to read only the sections that concern the feature(s) you are interested in.

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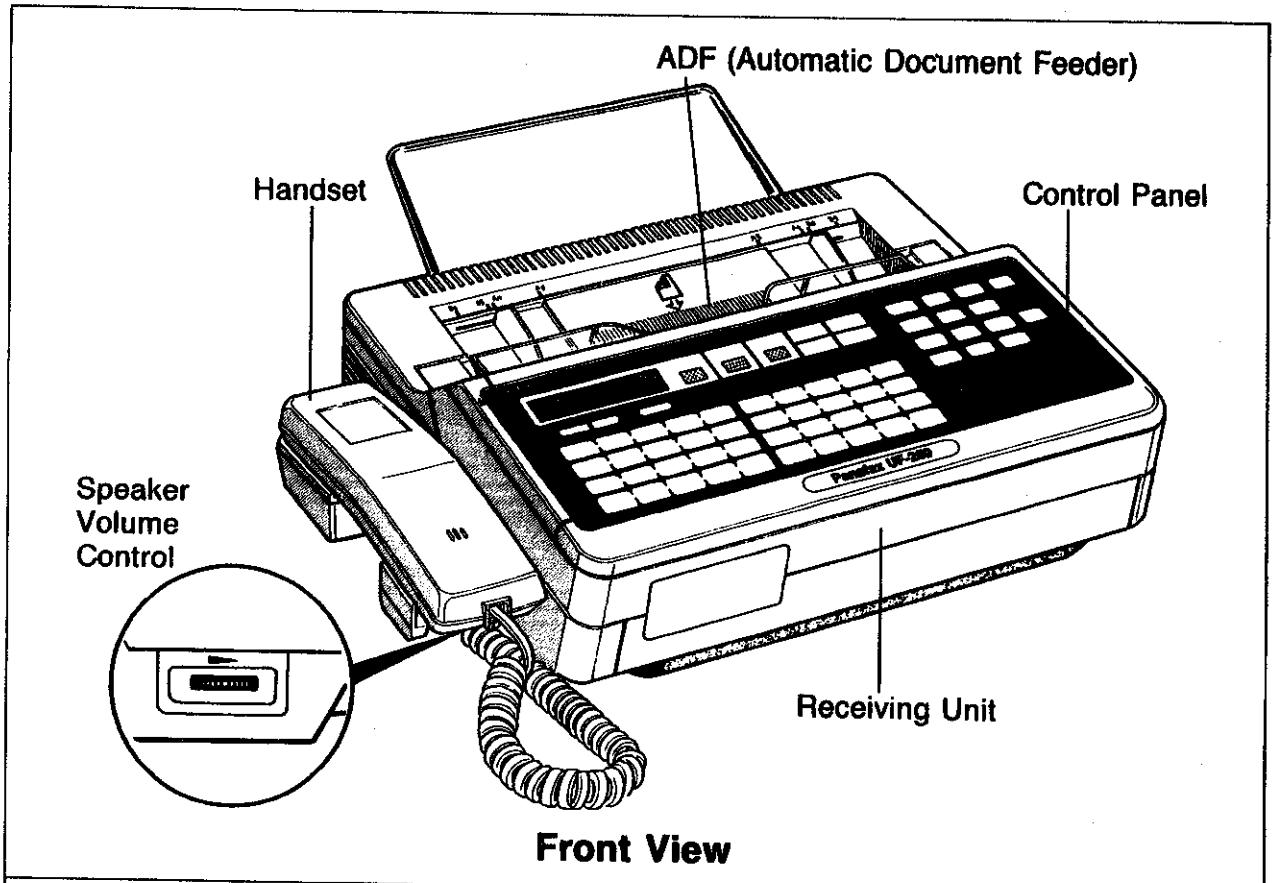
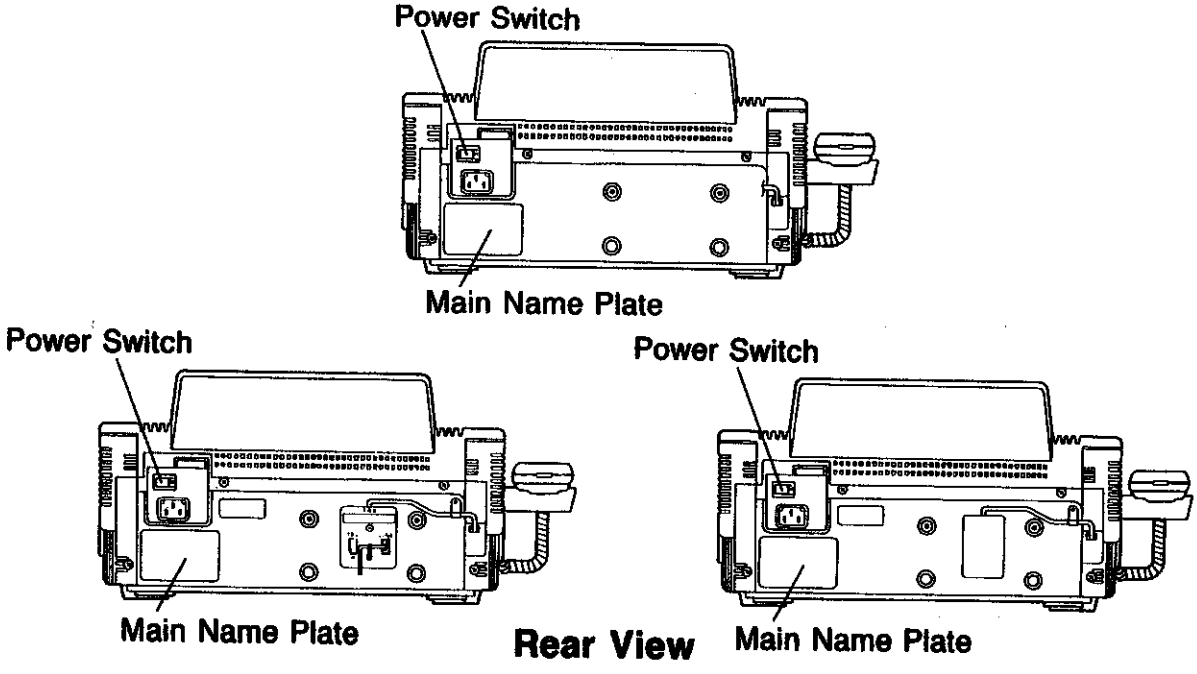
1 GETTING TO KNOW YOUR UF-260

External View



Front View



Rear View

NOTE Rear view, especially connecting method of line cord, varies depending on the country.

Control Panel

SELECT
Used to switch Basic Transmission settings.

MODE [−] and [+]
Used to set Total Pages, Individual Transmission Journal, etc.
Also used to select Sub-functions (i.e., instead of pressing the sub-function number key, you can scroll in opposite directions by pressing either key repeatedly).

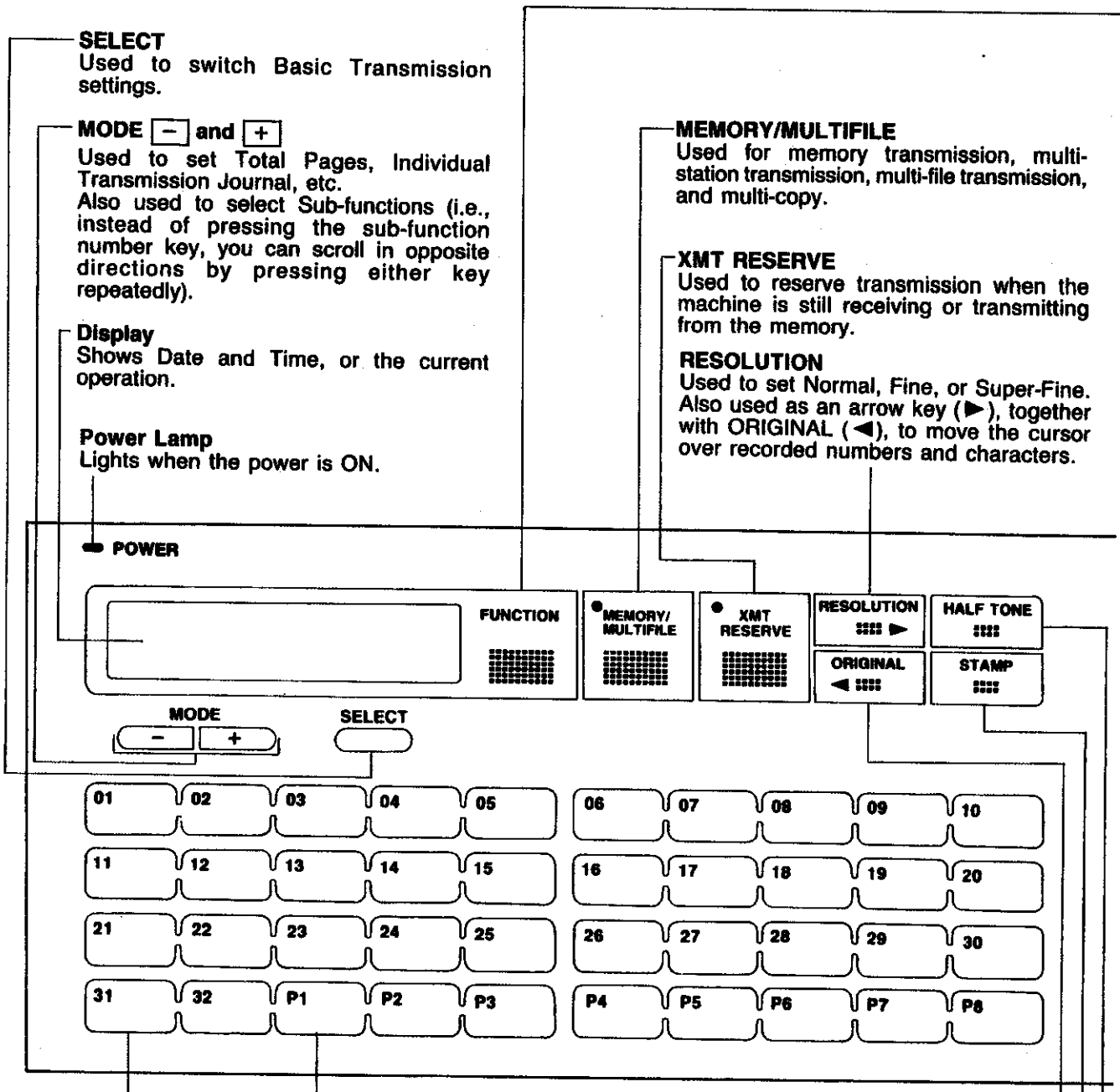
Display
Shows Date and Time, or the current operation.

Power Lamp
Lights when the power is ON.

MEMORY/MULTIFILE
Used for memory transmission, multi-station transmission, multi-file transmission, and multi-copy.

XMT RESERVE
Used to reserve transmission when the machine is still receiving or transmitting from the memory.

RESOLUTION
Used to set Normal, Fine, or Super-Fine. Also used as an arrow key (►), together with ORIGINAL (◄), to move the cursor over recorded numbers and characters.



Program Keys (P1 ~ P8)
Used to record long dialing procedures, Group Number keys, and extra One-Touch keys.

One-Touch/Character Keys (01 ~ 32)
Used for One-Touch Dialing and recording letters and symbols.

ORIGINAL
Used to set Normal, Dark, or Light. Also serves as an arrow key (◄), together with RESOLUTION (►), to move the cursor over recorded numbers and characters.

STAMP
Used to set the Verification Stamp ON or OFF.

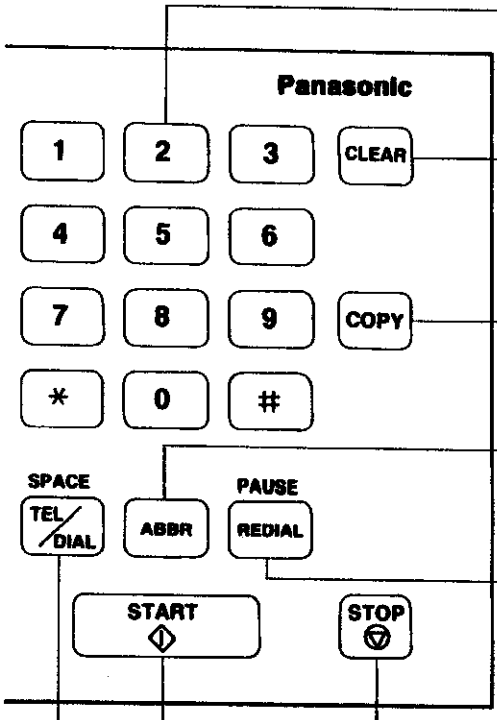
HALF TONE (SHIFT)
Provides ON and OFF settings for halftone documents.

FUNCTION
Used to start or set the following functions and sub-functions:

1 DEFERRED COMMUNICATION
3 POLLING
4 TRANSMISSION & POLLING
5 CONFIDENTIAL COMMUNICATION
6 PRINT OUT
  ① JOURNAL PRINT
  ② ONE-TOUCH/ABBR. NOS.
  ③ PROGRAM LIST
  ④ FAX PARAMETER LIST
  ⑥ INDIVIDUAL TRANSMISSION JOURNAL

7 SET MODE
  ① USER PARAMETERS
  ② RELAYED TRANSMISSION & CONF. COMM. PARAMETERS
  ③ ONE-TOUCH/ABBR. NOS.
  ④ PROGRAM KEYS
  ⑤ FAX PARAMETERS

NOTE
Any function can be started by first pressing FUNCTION and the function's number key, or by pressing FUNCTION repeatedly until the function appears on the display.



Keypad
Used for Direct Dialing, recording phone numbers, and selecting functions.

CLEAR
Used to erase the previously entered input.

COPY
Used to make document copies.

ABBR
Used to start Abbreviated Dialing.

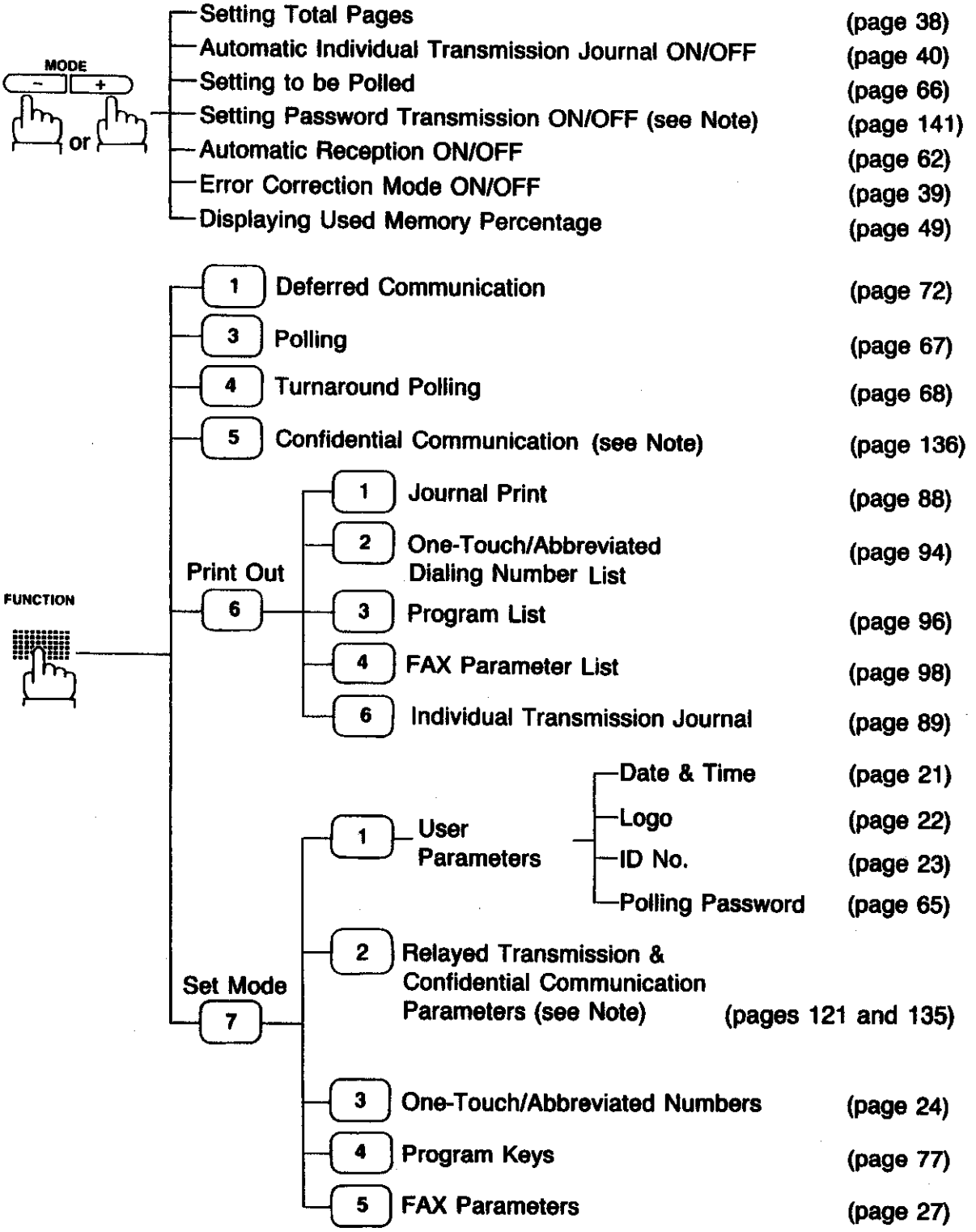
REDIAL or PAUSE
Used to start Redialing, or to enter a pause when recording or dialing a telephone number.

STOP
Used to cancel operations. When it is pressed, the machine will return to standby.

START
Used to start or set operations.

TEL/DIAL (SPACE)
Used to start Direct Dialing, and to enter a space in recorded telephone numbers.

Function Key

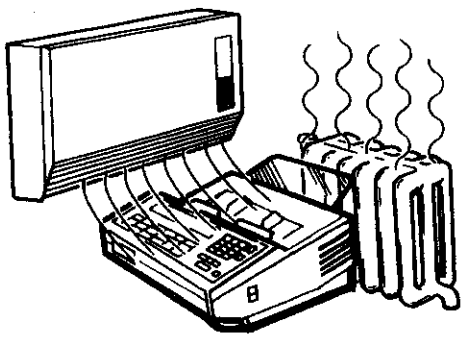

MODE
−
+
or
Setting Total Pages (page 38)
Automatic Individual Transmission Journal ON/OFF (page 40)
Setting to be Polled (page 66)
Setting Password Transmission ON/OFF (see Note) (page 141)
Automatic Reception ON/OFF (page 62)
Error Correction Mode ON/OFF (page 39)
Displaying Used Memory Percentage (page 49)
FUNCTION
1 Deferred Communication (page 72)
3 Polling (page 67)
4 Turnaround Polling (page 68)
5 Confidential Communication (see Note) (page 136)
Print Out
6
1 Journal Print (page 88)
2 One-Touch/Abbreviated Dialing Number List (page 94)
3 Program List (page 96)
4 FAX Parameter List (page 98)
6 Individual Transmission Journal (page 89)
Set Mode
7
1 User Parameters
Date & Time (page 21)
Logo (page 22)
ID No. (page 23)
Polling Password (page 65)
2 Relayed Transmission & Confidential Communication Parameters (see Note) (pages 121 and 135)
3 One-Touch/Abbreviated Numbers (page 24)
4 Program Keys (page 77)
5 FAX Parameters (page 27)

NOTE

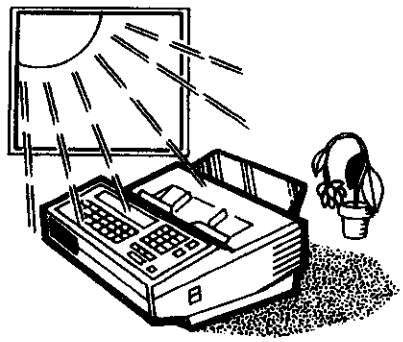
If the Fax Parameter is not preset to Valid Position, which enables you to use the function, the display will not show the function.

2 INSTALLING YOUR MACHINE

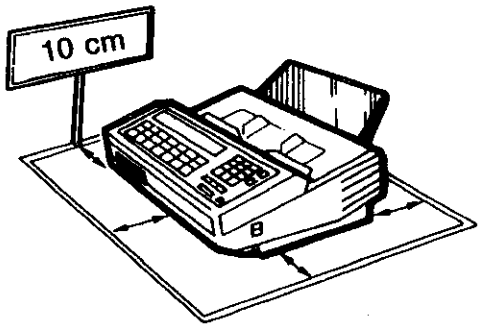
Caution



1. Do not install the machine near heating or air conditioning units.



2. Avoid exposure to direct sunlight.



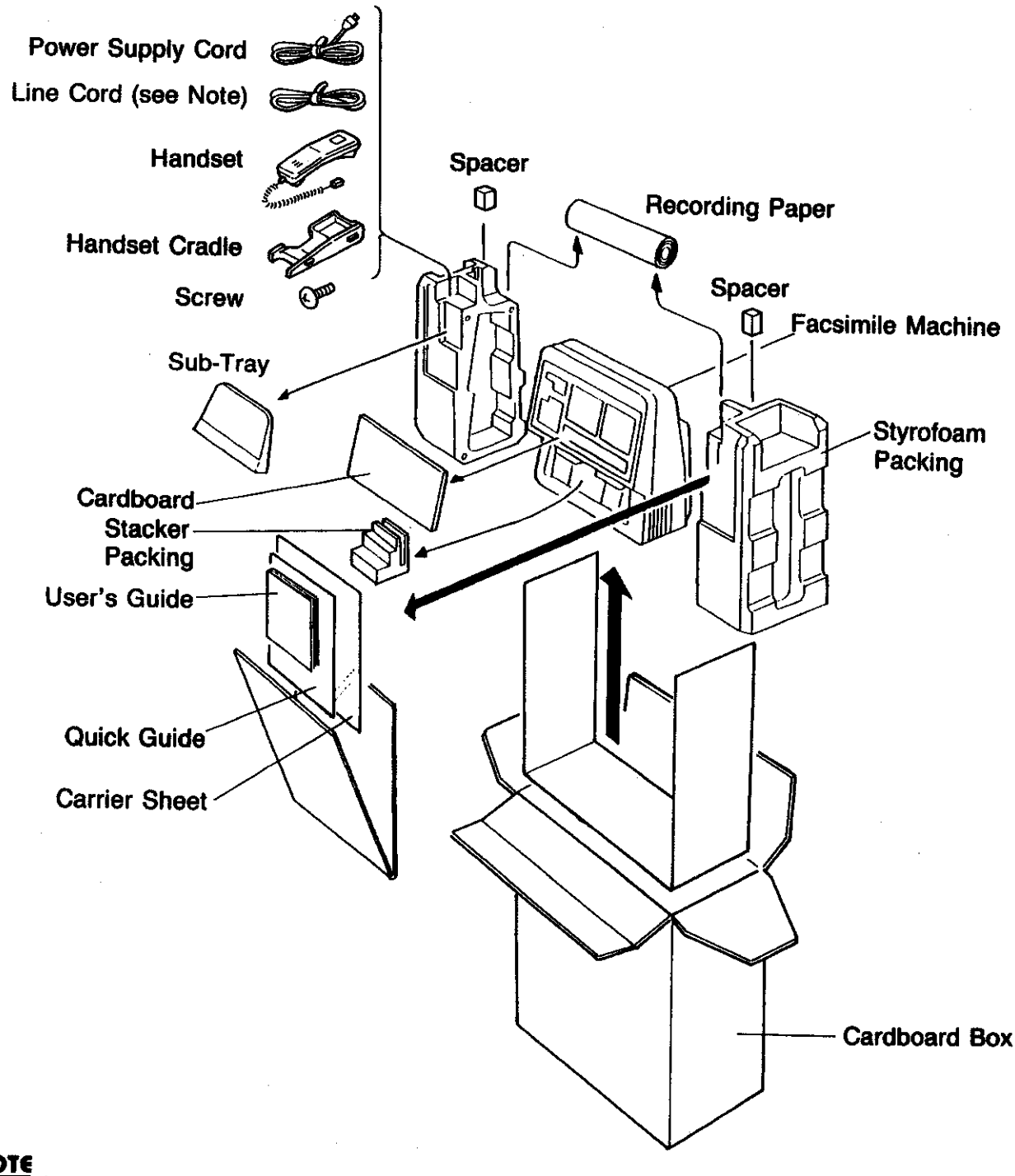
3. Install the machine on a flat place, and leave at least 10 cm of space between the machine and other objects.

4. Do not block the ventilation openings.

5. Do not place heavy objects, or spill liquids on the machine.

Unpacking

Unpack the cardboard box referring to the illustration shown below. Inspect the machine for any shipping damage and check that you have all accessories illustrated.



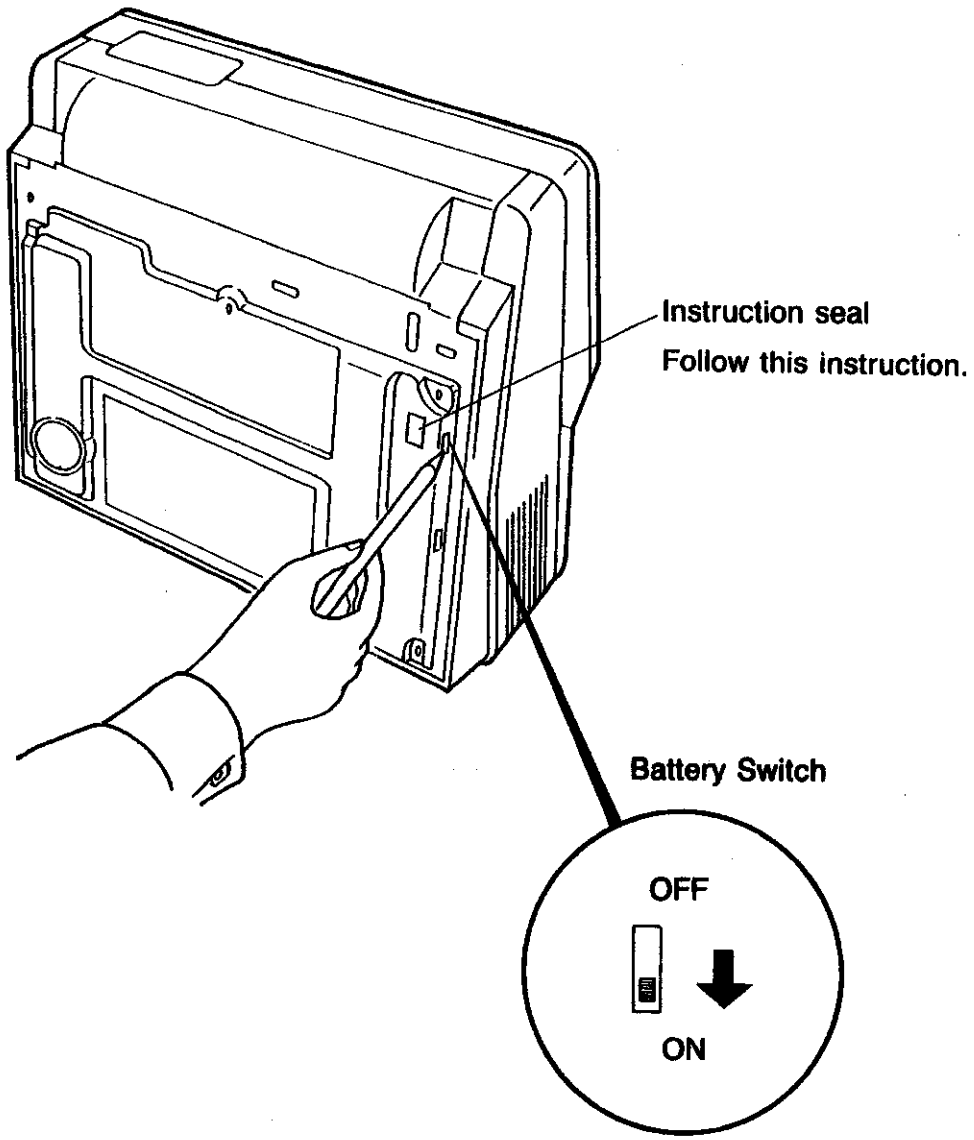
NOTE

When you purchased the machine, the line cord had been connected to the machine.

Battery Switch

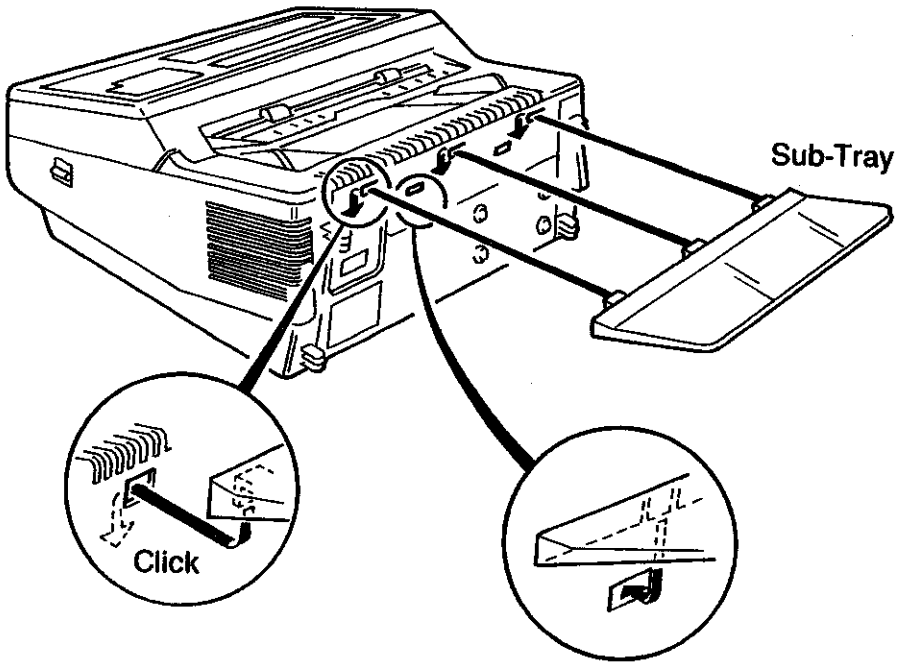
The machine is equipped with a battery pack which backs up the RAM data (clock, logo, date, abbreviated number, etc.). This battery switch must be turned ON when the machine is installed. If it is not turned ON, all information which is programmed will be lost when the AC power is turned OFF.

Use a pointed object (such as a pen) and slide the battery switch located on the bottom plate to "ON" position. See the figure shown below.



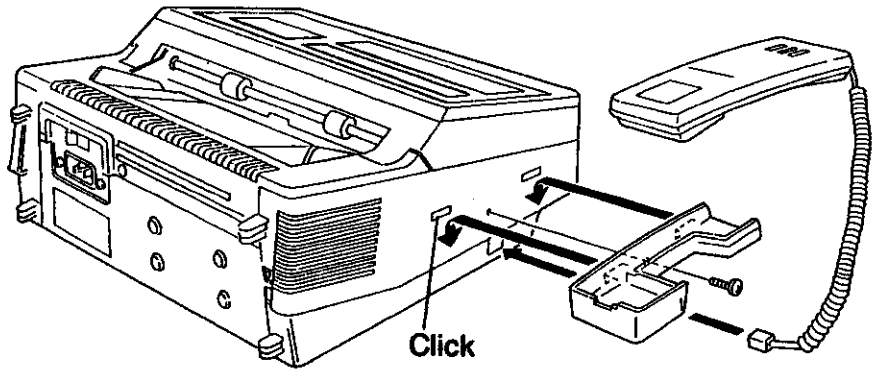
Installing Sub-Tray

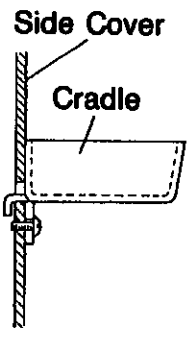
The ADF tray is provided as a part of the upper cover of the machine.
Install the sub-tray by inserting its brackets into holes on rear side of the upper cover and sliding it downwards until it locks into position. See the figure shown below.



Installing Handset and Cradle

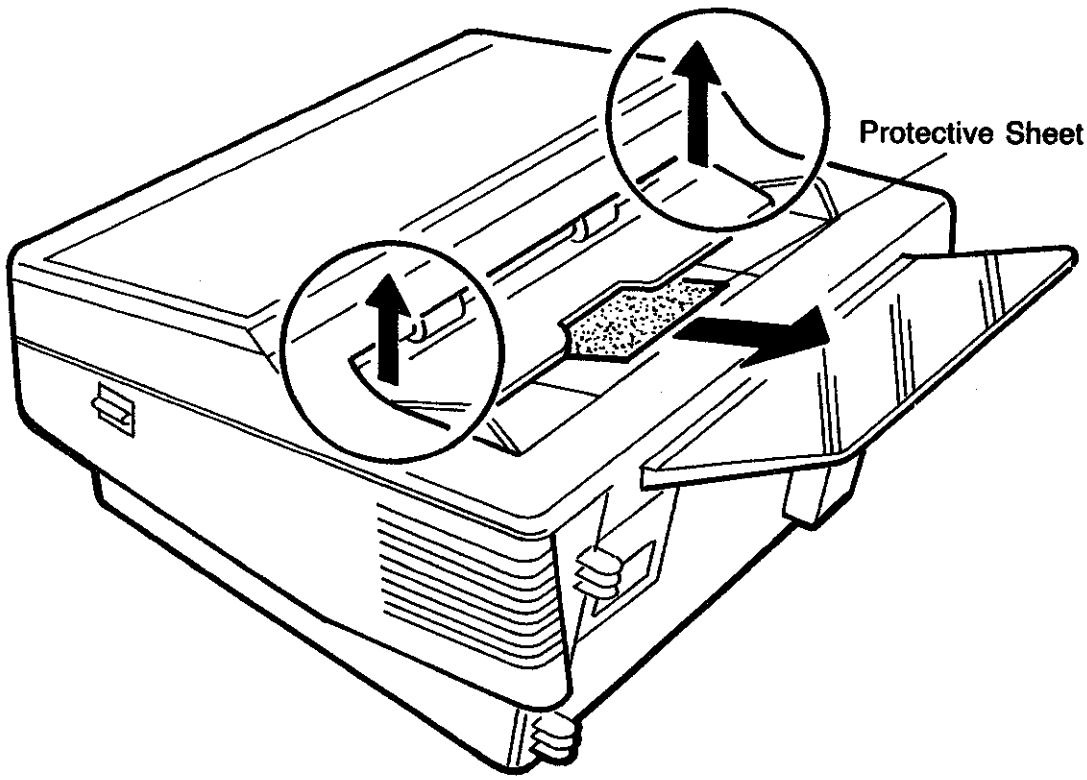
1. Plug the telephone handset into the jack on the left side of the machine.
2. Insert the telephone cradle hooks into the two slots on the left side of the machine and press down gently until it locks into place. Then insert the screw into the center of the cradle and tighten with a phillips screwdriver.





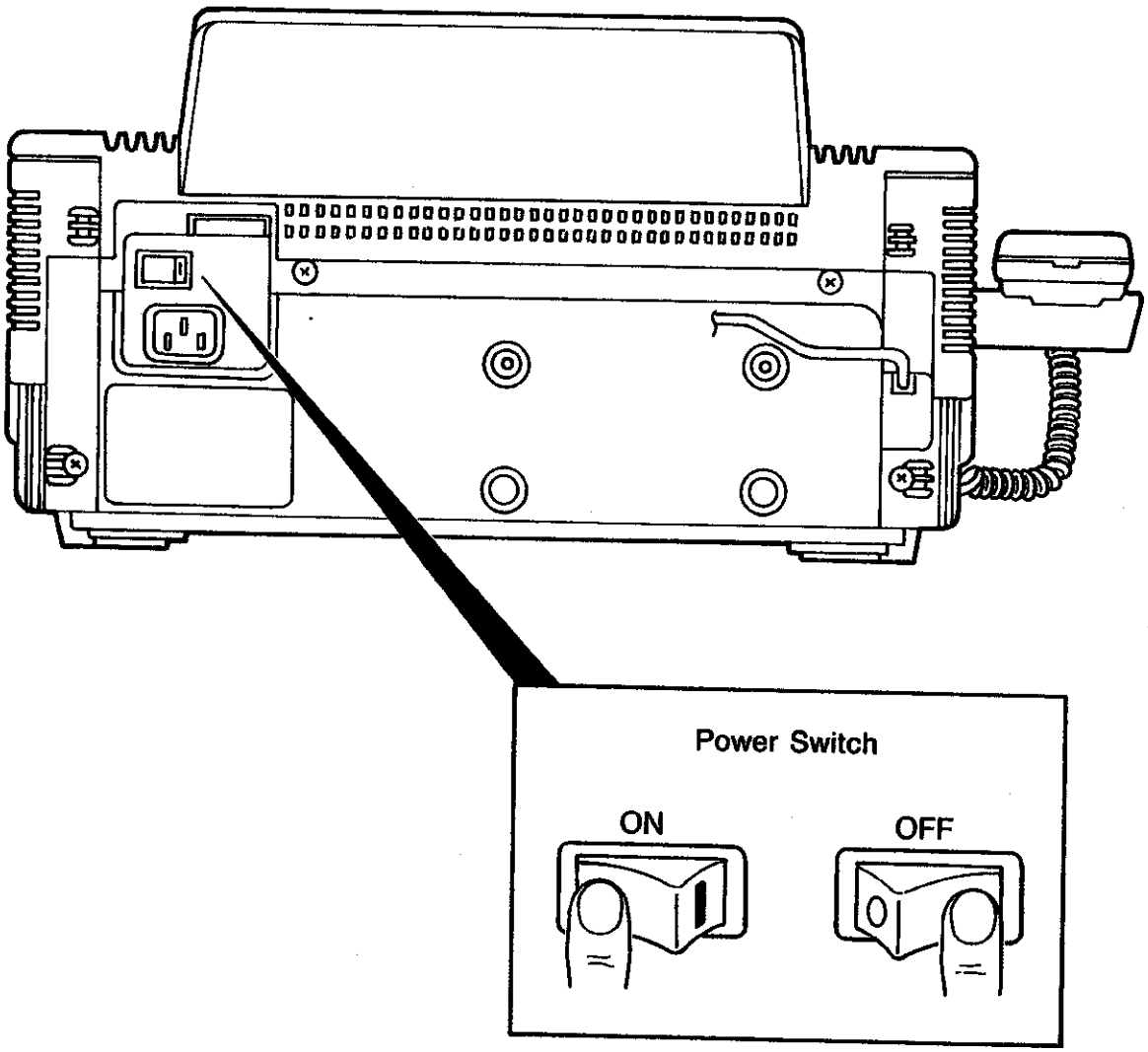
Removing ADF Protective Sheet

1. Open the transmitting guide unit by pulling up the two tabs located on both sides of the machine, and remove the ADF protective sheet.
2. Close the transmitting guide unit by pushing down the two tabs located on both sides of the machine.



Power Switch

Before turning on the power switch, be sure to plug one end of the power supply cord into the receptacle on the rear of the machine and the other end into an ordinary AC outlet.



The power switch is located on the rear panel.

Turn the power switch to "▌" position to turn on the power. The power lamp on the control panel should light up.

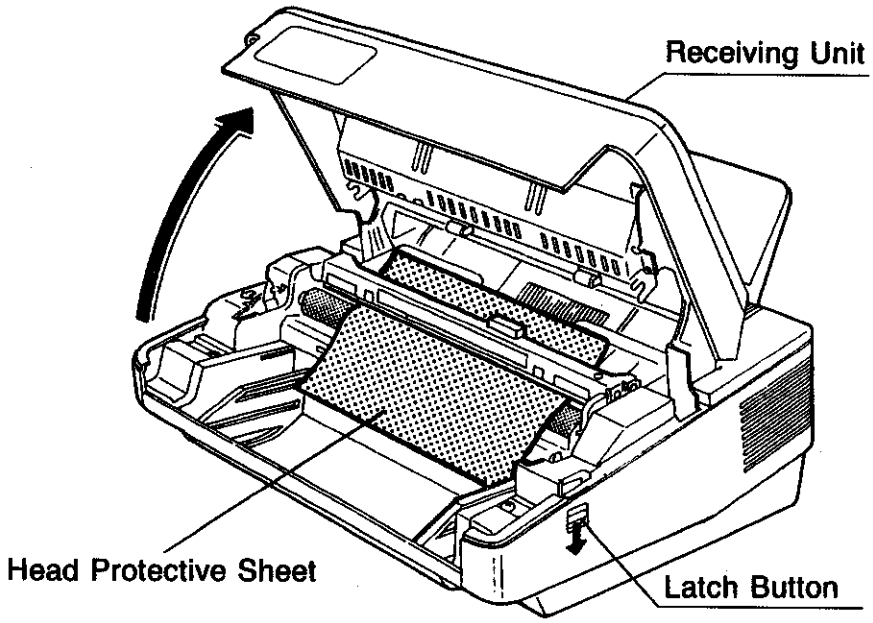
Your machine uses little power, and you should keep it ON at all times. If you turn the machine OFF for too long, the contents of the memory (such as ID number, logo you registered) will be lost. (Note that the power supply to the memory is backed up by a battery to preserve the memory contents in case of a short power failure.)

NOTE

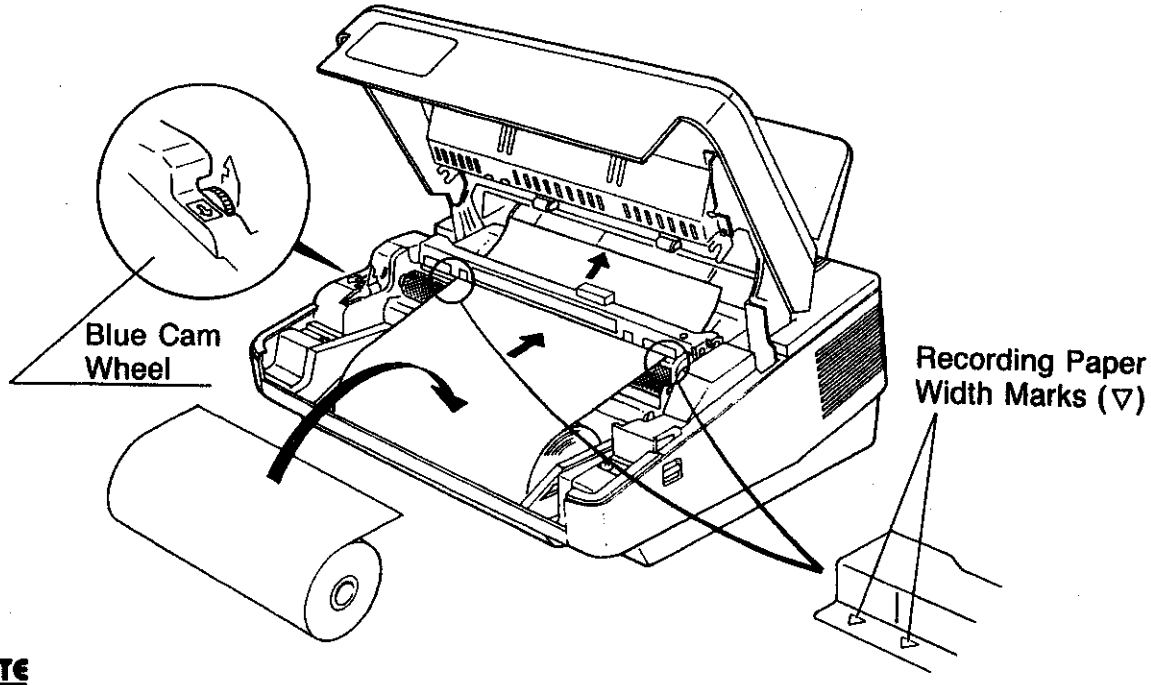
1. When the battery is fully charged, it can support the memory 10 days.
2. Rear view varies depending on the country.

Setting/Replacing Recording Paper

1. Press the latch button on the right side of the cover and open the Receiving Unit. Remove the Head Protective Sheet.



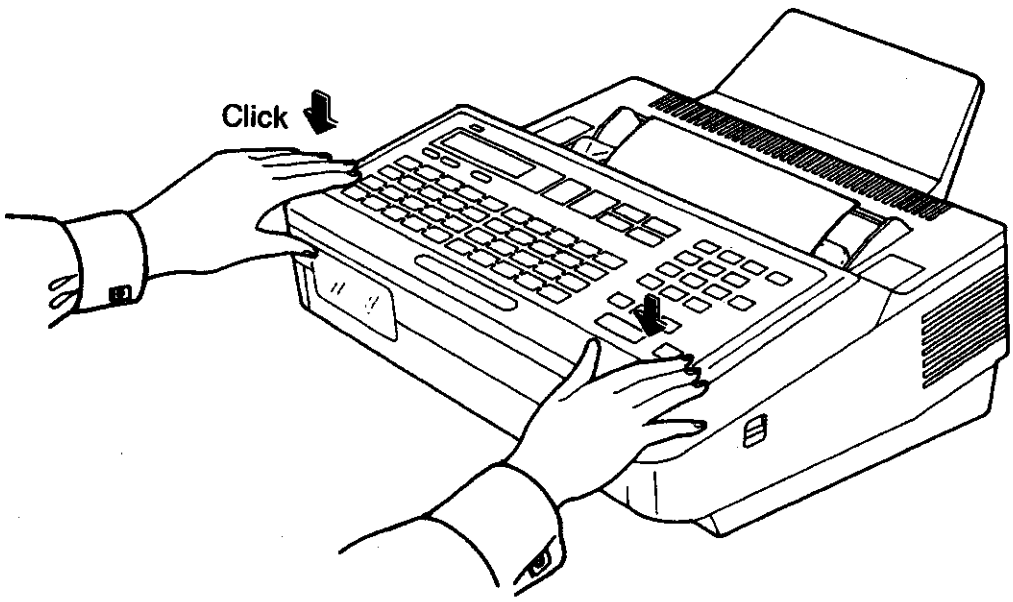
2. Set the recording paper into the unit and feed the leading edge of the paper between the guide plates of the cutter unit until it projects out of the unit. Make sure that the recording paper is set correctly as shown in the figure below. If it is set incorrectly, the machine will not reproduce images.



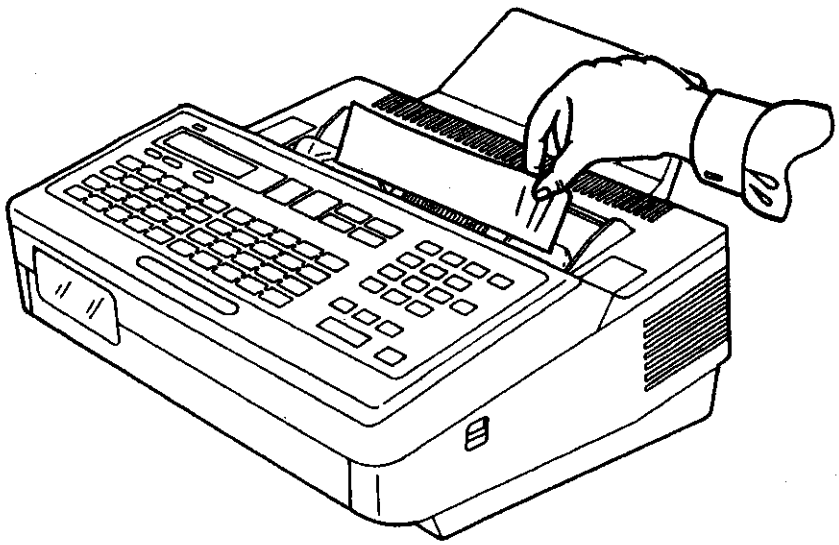
NOTE

1. The top guide plate has marks indicating the width of the recording paper. When setting the recording paper, be sure to align the paper with the marks. (▽)
2. If the recording paper cannot pass between the guide plates, turn the Cam Wheel as far as you can in the arrow direction.

3. Close the Receiving Unit carefully by pressing both corners down until the cover locks into position (you will hear a "click" sound).



4. The recording paper projecting from the unit will be cut automatically. Remove this cut paper.

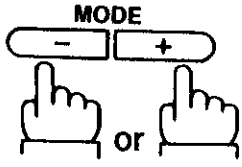


Setting the Dialing Method (Tone or Pulse)

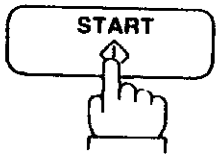
Your facsimile machine can operate with either one of two dialing methods (Tone or Pulse), depending on the type of telephone line you are connected to.
Your facsimile machine is preset at the factory for Pulse (Rotary) Dialing. If your facsimile machine requires Tone Dialing, set to Tone Dialing using the following procedure.

1 FUNCTION and

```
SET MODE
        NO. =
```

2 , or MODE  repeatedly.

```
FAX PARAMETERS
```

3 

```
FAX PARAMETER
   NO.
```

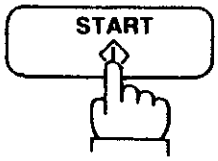
4 Enter the two-digit Fax parameter number.
Press [0] [7].

```
FAX PARAMETER
   NO.07[2]=2
```

5 Enter the new setting value.
Press [1].

[1] changes to Tone Dialing.
To return to Pulse Dialing, press [2].

```
FAX PARAMETER
   NO.07[2]=1
```

6 

```
FAX PARAMETER
   NO.
```

7 To return to standby,

```
01-JAN-1900 12:00
```

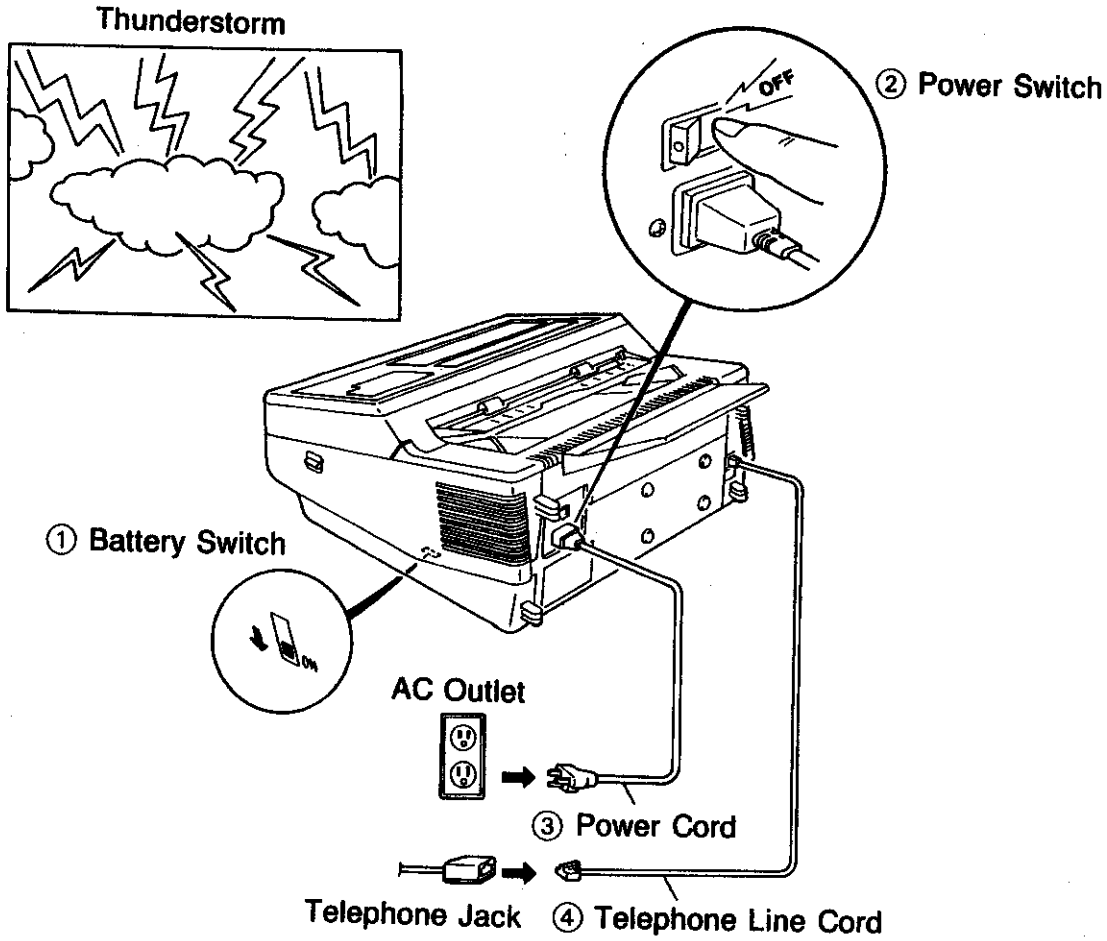
NOTE

If you make a mistake to enter the Fax parameter number, press [CLEAR] then reenter the correct number.

Lightning Precautions

To minimize the possibility of damage due to lightning, a surge protector is built into your machine. Sometimes though this is not enough to protect the machine completely when a strong lightning surge comes through the telephone line or AC power line. To further protect the equipment when you know that a thunderstorm is coming, we recommend that you:

- Make sure that the battery switch is ON before turning off the power switch.
- Turn off the power switch and unplug the power cord from the AC outlet.
- Unplug the telephone line cord from the telephone jack, or from the machine using a pointed object.



NOTE

1. If the battery switch is not turned ON, all memory information (i.e., clock, telephone No., logo, ID number, etc.) may be erased immediately. The battery can back up the memory up to approx. 10 days when fully charged. As soon as the thunderstorm is over, plug in the AC cord and telephone line cord, then turn on the power switch.
2. Connecting method of line cord and its type, the type of power supply cord and AC outlet vary depending on the country.

Final Installation Test

After installing your machine, it is advisable to make a copy or send a fax by direct dialing to check if the machine is working properly.

1 Place a document face down on the ADF. Adjust left and right Document Guides.

```
DOCUMENT SET
```

2a

(For more details, see page 60.)

```
* COPY *
```

2b

and a full number

Ex: 5 5 5 1 2 3 4

(For more details, see page 41.)

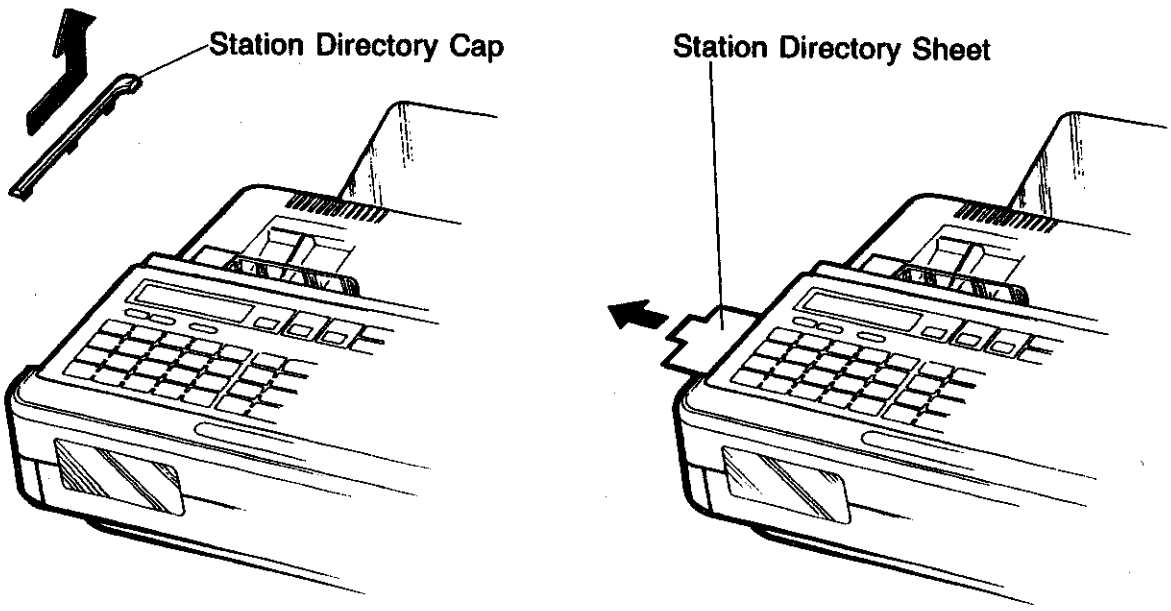
```
* DIALING *
```

```
* DIALING *
5551234
```

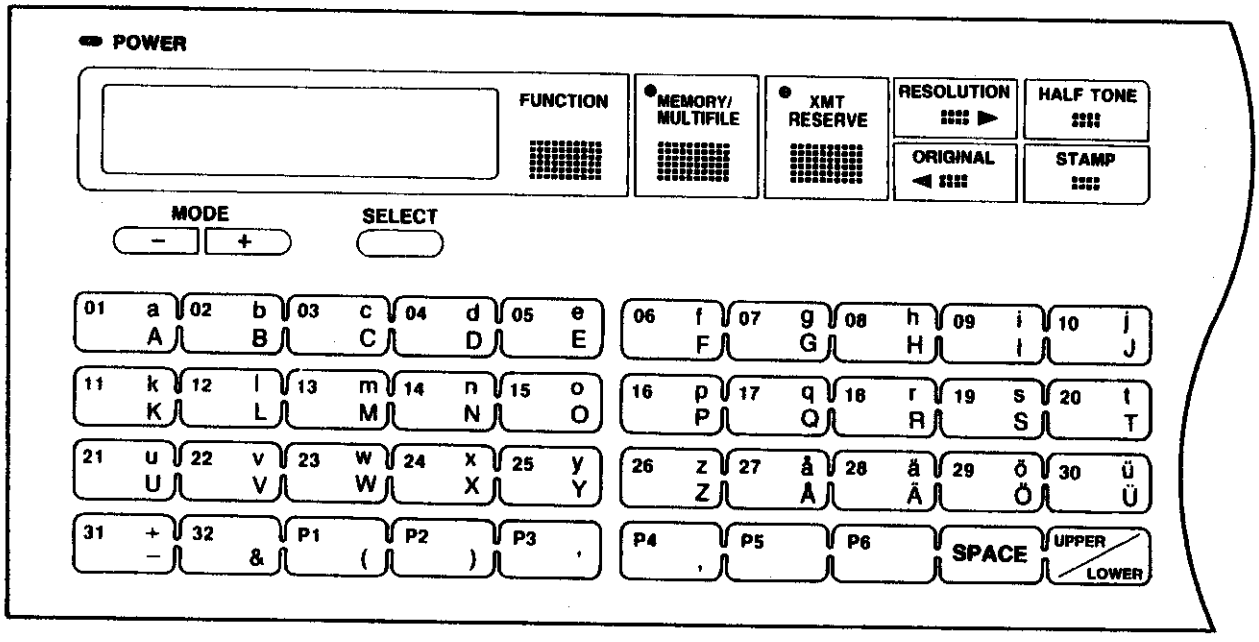
3 SETTING UP YOUR MACHINE

CHARACTER KEY LAYOUT UNDER THE ONE-TOUCH KEYS

The One-Touch keys on the control panel also serve as character and symbol input keys when you need to record your LOGO and other station names. This layout is printed on the panel under the Station Directory Sheet, which can be pulled out as shown below.



Character Key Layout



NOTE

Whenever One-Touch keys are changed to the character key mode (to record your LOGO and other station names), capital letters are selected first. Use the **UPPER/LOWER** key to alternate to and from capital letters and small letters.

USER PARAMETERS

How to Set the Date and Time

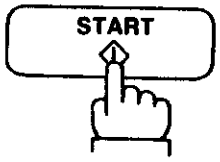
You can set or reset the date and time when your machine is in standby, or when you have already placed some documents on the ADF. To do so,

1 FUNCTION and

```
SET MODE
        NO. = 
```

2

```
USER PARAMETERS
```

3 

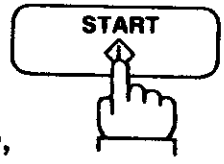
```
DATE & TIME
     01-01-1900 12:00
```

The display will show a date and time. Use the keypad to enter the new day (two digits), month (two digits), year, and time (24-hour clock).

Ex: 16 FEB, 1989 15:00 [1] [6] [0] [2] [1] [9] [8] [9] [1] [5] [0] [0]

If you make a mistake, use the [ORIGINAL] and [RESOLUTION] keys to move the cursor to the incorrect number, and then enter the new number over it.

```
DATE & TIME
     16-02-1989 15:00
```

4 To set the date and time, 

```
LOGO
```

Now you can go on and set the LOGO, or return to standby with [STOP].

```
16-FEB-1989 15:00
```

How to Set Your LOGO

The LOGO helps identify you to someone who receives your document. To set your LOGO (25 characters max.), use the One-Touch/Character keys (see page 20).

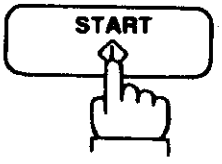
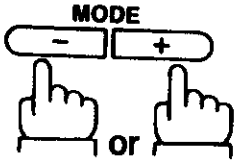
If you have just set the date and time and pressed **START**, skip to Step 4 below. If not, start from Step 1.

1 FUNCTION and

```
SET MODE
          NO.=
```

2

```
USER PARAMETERS
```

3  and  repeatedly.

```
LOGO
```

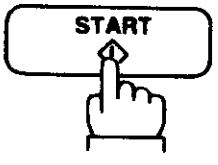
4 Enter each letter, number and/or symbol in your LOGO using the One-Touch/ Character Keys.

Ex: for Panafax HQ

P **UPPER/LOWER** **a** **n** **a** **f** **a**
x **SPACE** **UPPER/LOWER** **H** **Q**

If you enter more than 20 characters, the display will not show the first 20 characters.

```
LOGO
Panafax HQ
```

5 To set the LOGO, 

```
ID NO.
```

Now you can go on and set the ID, or return to standby with **STOP**.

```
16-FEB-1989 15:00
```

How to Set Your ID Number

When you transmit, your ID will appear on the other person's display. When you receive documents, the sender's ID will appear on your display. We suggest you use your facsimile telephone number as your ID, but you may use any number up to 20 digits long.

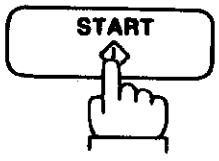
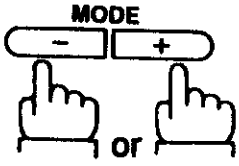
If you have just set your LOGO and pressed **START**, skip to step 4. If not, start from Step 1.

1 FUNCTION and

```
SET MODE
          NO.=
```

2

```
USER PARAMETERS
```

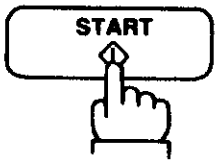
3  and  repeatedly.

```
ID NO.
```

4 Enter the ID digits. Use **SPACE** to enter a space. If you try to enter more than 20 digits you will hear a pip-pip-pip sound.

Ex: **8** **1** **SPACE** **3** **SPACE** **1** **1** **1** **1** **2** **3** **4**

```
ID NO.
          81 3 1111234
```

5 To set the ID, 

```
POLLING PASSWORD
                ■■■■
```

Now you can go on and set the POLLING PASSWORD (see page 65), or return to standby with **STOP**.

```
16-FEB-1989 15:00
```

NOTE Press **CLEAR** to erase the number you just entered.

ONE-TOUCH/ABBREVIATED NUMBERS

Entering One-Touch/Abbreviated Dialing Numbers

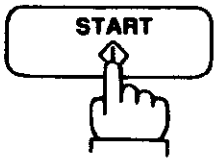
One-Touch Dialing and Abbreviated Dialing are two fast ways of dialing full numbers. To use these dialing methods, you must first enter the full numbers using the following procedure.

1 FUNCTION and


```
SET MODE
NO. =
```

2


```
ONE-TOUCH/ABBR.NOS.
```

3 


```
ONE-TOUCH/ABBR.
```

4a To assign a One-Touch number, press one One-Touch key.

Ex: [07]

```
[07] TELEPHONE NO.
```

4b To assign an Abbreviated number, press [ABBR] and two keys on the keypad to enter any code from 00 to 99.

Ex: [ABBR] [6] [2]

```
[62] TELEPHONE NO.
```

5 Enter facsimile telephone number (up to 36 digits) including pauses and spaces.

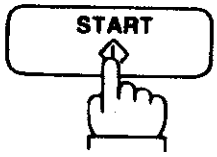
Ex: [9] [PAUSE] [5] [5] [5] [SPACE] [1] [2] [3] [4]

```
[07] TELEPHONE NO.
9-555 1234
```

NOTE

1. If you need a special access number to get an outside line, enter it first and then press [PAUSE]. A hyphen "-" is displayed for pause.
2. Use [SPACE] to enter a space between the numbers to make it easier to see.
3. When you input a wrong number in Step 5, press [CLEAR] to erase the number before the cursor, then reenter the right number and press [START].

6 To set the number,



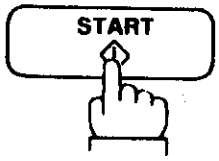

```
[07] STATION NAME
```

7 Enter receiving station's name (up to 15 characters) using One-Touch/Character keys (see page 20).

Ex: Panasonic→ P UPPER/LOWER a n a s o n i c

```
[07] STATION NAME
Panasonic
```

8 To set the name,



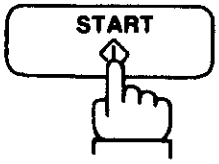

```
[07] ALT. ABBR. NO.
```

9 If the receiving party has another facsimile machine at the same location, you can enter it here as an alternative ABBR. NO. by pressing the One-Touch or ABBR. key.

Ex: 03

```
[07] ALT. ABBR. NO.
[03] (Station name)
```

10 To set the alternative ABBR. NO.




```
ONE TOUCH/ABBR.
```

11 Repeat Steps 4 to 10 to record more numbers, or, to return to standby press STOP.

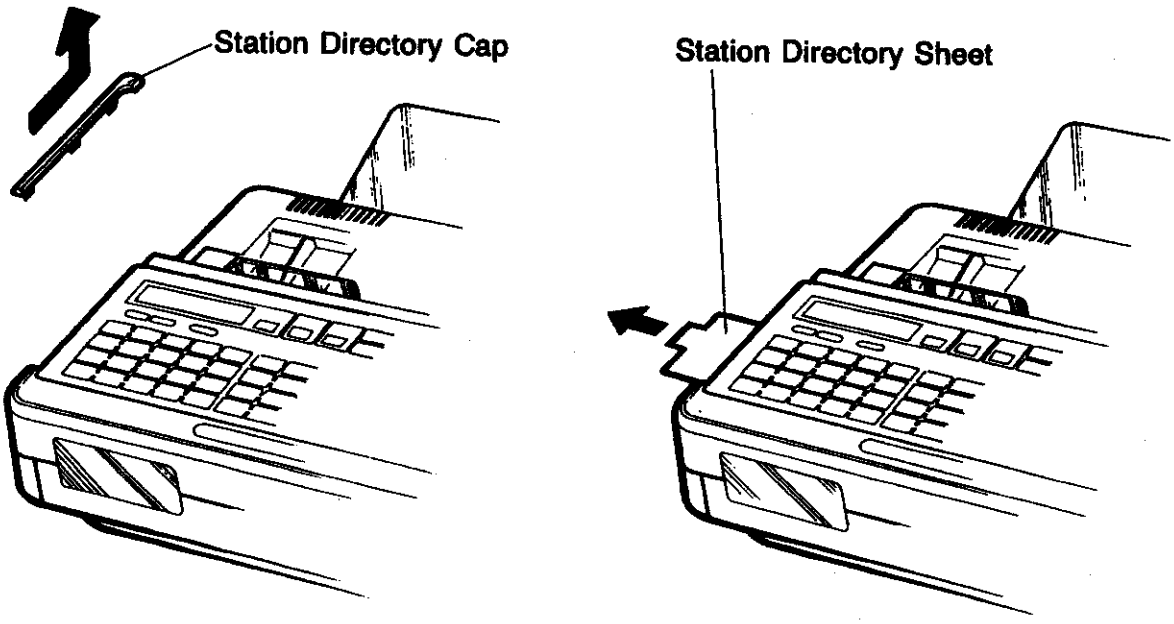
```
16-FEB-1989 15:00
```

NOTE

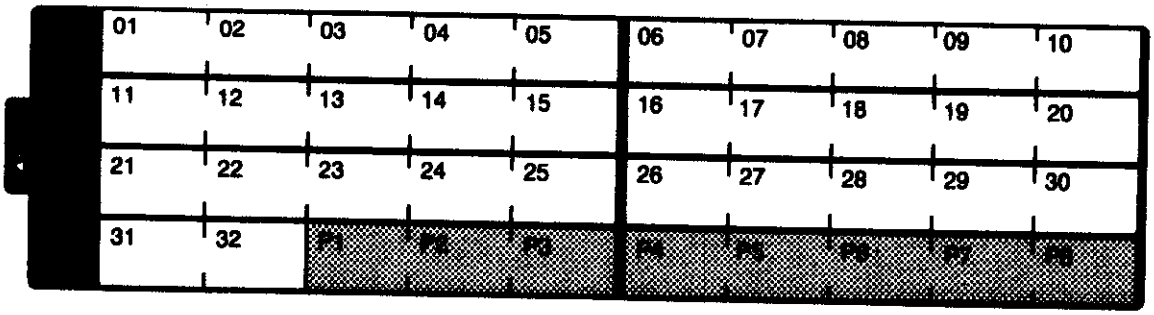
1. If you want to go back and change anything, e.g., the telephone number, press START repeatedly to skip through the preceding steps. You do not need to reenter everything again.
2. If your machine is set for Relayed Transmission and/or Confidential Faxes, the display will show NETWORK ADDRESS when you press START in Step 10.
3. To print out a One-Touch/ABBR. Dialing Number List, see page 94.
4. The machine does not dial the alternative ABBR. No. when you send a document by Memory Transmission, Multistation Transmission, Polling, Reverse Polling, Confidential Communication, and Deferred Communication.

Filling Out the Station Directory Sheet

Slide the Station Directory Cap forward and pull it off. Then pull out the Station Directory Sheet. Use a pencil or a ball-point pen to fill in the station directory with station names corresponding to the One-Touch number keys.



Station Directory Sheet



NOTE

If you use a pen, be sure the ink is dry. If you use a pencil, remove any excess lead before replacing the station directory.

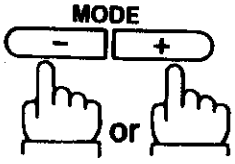
FAX PARAMETERS

Your facsimile machine has a variety of adjustable FAX parameters. These parameters, listed in the Parameter Table, are normally preset for you and do not need to be changed. If you do decide to change anything, read the table carefully. Some parameters, such as the Resolution, Contrast, and Verification Stamp parameters, can be temporarily changed by simple key operations just before a transmission is made. When the transmission ends, however, these parameters return to their preset values. Other parameters can only be changed by the procedure described below.

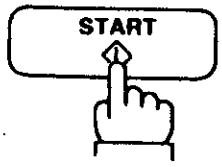
Setting Fax Parameters

1 FUNCTION and

```
SET MODE
        NO. =
```

2 , or MODE  repeatedly.

```
FAX PARAMETERS
```

3 

```
FAX PARAMETERS
   NO.
```

4 Enter a fax parameter number (always 2 digits) from the Parameter Table (see pages 29 and 30).

Ex: [0] [3] for Verification Stamp ON/OFF.

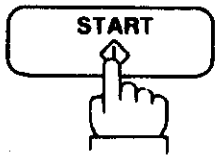
```
FAX PARAMETER
   NO. 03 [ 1 ] = 1
```

5 Enter the new setting value.

Ex: [2] for Verification Stamp OFF.
(Note: The bracketed number is a factory preset value which you may ignore.)

```
FAX PARAMETER
   NO. 03 [ 1 ] = 2
```

6




```
FAX PARAMETER
   NO.
```

7

You can now return to Step 4 to set the next parameter, or, return to standby by pressing **STOP** .

```
16-FEB-1989 15:00
```

NOTE

1. To cancel any digit entered, press **CLEAR** in step 5, and then start again from step 3.
2. To print out a Fax Parameter List, see page 98.

Parameter Table

Parameter number	Parameter	Setting Number	Setting	Standard Setting
01	Resolution	1	Standard	○
		2	Fine	
		3	Super Fine	
02	Contrast (ORIGINAL)	1	Normal	○
		2	Dark	
		3	Light	
03	Verification Stamp	1	ON	○
		2	OFF	
04	Polled	1	OFF	○
		2	ON	
05	Automatic Journal Print	1	Valid	○
		2	Invalid	
06	Printout Heading	1	Inside copy area	○
		2	Outside copy area	
		3	Not printed	
07	Dialing Method	1	Tone	
		2	Pulse	○
08	Relayed XMT	1	Invalid	○
		2	Valid	
09	Confidential Fax	1	Invalid	○
		2	Valid	
11	Password XMT	1	OFF	○
		2	ON	
12	Password Reception	1	OFF	○
		2	ON	
15	ECM (Error Correction Mode)	1	OFF	
		2	ON	○

Parameter Table

Parameter number	Parameter	Setting Number	Setting	Standard Setting
17	Substitute Reception	1	OFF	
		2	ON	○
18	Verification Stamp for Documents Stored into the Memory	1	OFF	○
		2	ON	
19	Automatic Individual XMT Journal	1	OFF	○
		2	ON	
20	Fax Access Code	1	Invalid	○
		2	Valid	
21	Password XMT	1	Invalid	○
		2	Valid	
22	Password RCV.	1	Invalid	○
		2	Valid	

FUNCTION — Valid — ON / OFF
FUNCTION — Invalid

NOTE

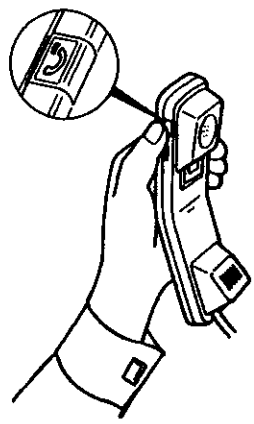
To use a function which has Valid/Invalid parameter, set the parameter in the Valid position. You may then reset the function's standard setting to on or off.

USING MUTE AND ADJUSTING VOLUMES

Using Mute

When you are using the fax machine's built-in telephone, you can temporarily turn off the microphone in the handset. Press [ ] on the handset. As long as you hold down this button, your caller cannot hear you.

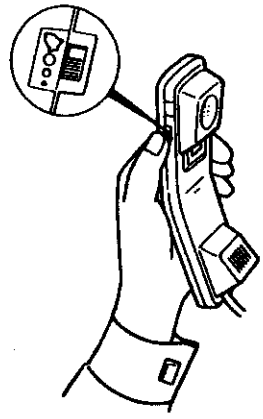
Mute Button



Setting the Ringer Volume

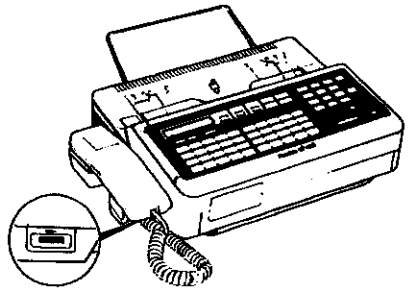
You can adjust the RINGER VOLUME so the fax machine rings at a comfortable level when it receives a call. Move the ringer control on the handset to the level desired, either normal or reduced.

Ringer Volume



Setting the Speaker Volume

When the fax machine is making a call, you hear the dial tone, the dialing signals, and the ringing or busy signal through the built-in speaker. Rotate the SPEAKER VOLUME control on the right side of the unit to adjust the volume to a comfortable level. You also hear the called person's voice through the speaker if the other station is set to manual reception. In this case, you can talk with the called person, by lifting the handset and pressing [STOP] (see page 71).



Speaker Volume

NOTE

Your handset may have a different type of Mute Button and Ringer Volume from the ones shown above.

Mute Button [MUTE]

Ringer Volume [VOLUME LOW ○ ○ HIGH]

4 SENDING DOCUMENTS

LOADING DOCUMENTS

Documents You Can Send

In general, your machine will send any document printed on A4-size paper or paper up to B4 size.

Documents You Cannot Send

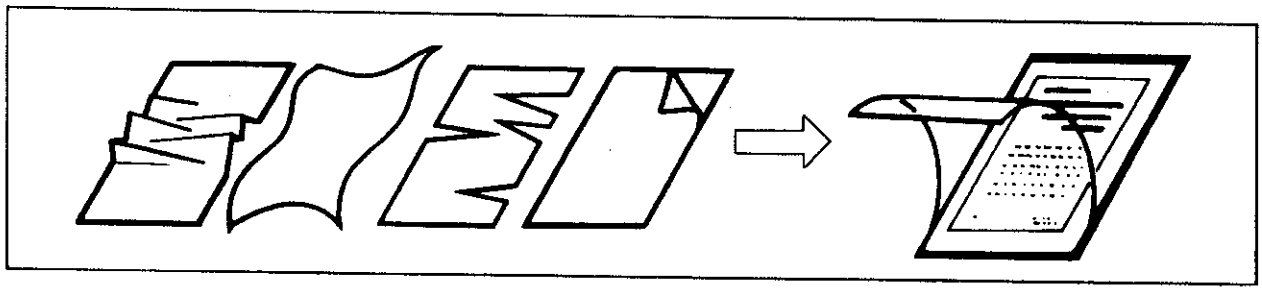
You must never try to send documents that are;

- Wet
- Covered with wet ink or paste
- Wrinkled, curled or folded
- Too thin (e.g. onionskin, airmail paper, pages from some magazines, etc.)
- Too thick (e.g. card, etc.)
- Chemically processed (e.g. pressure-sensitive paper, carbon-coated paper, etc.)
- Coated (e.g. glossy paper, etc.)
- Smaller than 148 mm(W) × 73 mm(L)
- Made of cloth or metal

To transmit these kinds of documents, make a photocopy first, and then transmit the copy instead.

How to Use the Carrier Sheet

If you send documents wrinkled, curled, folded, too thin, or smaller than 148 mm(W) × 73 mm(L), you can send them using the Carrier Sheet. Put them in the Carrier Sheet, and then place the carrier in the ADF with the sealed edge first.



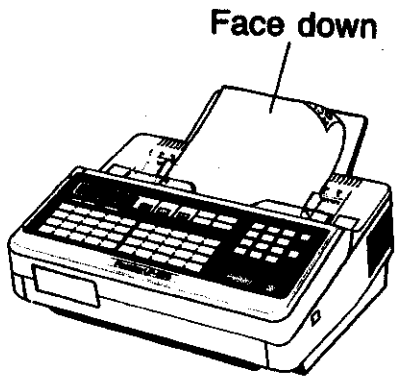
Sealed edge

NOTE

1. Document thickness
   Single sheet: 0.06 mm to 0.15 mm
   Multisheet : 0.06 mm to 0.10 mm
2. Transmitting documents longer than 297 mm up to 1000 mm requires operator's assistance.
3. You cannot load the carrier sheet and other documents together on the ADF.

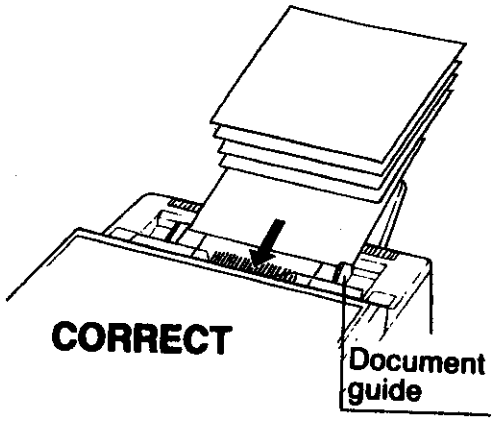
Loading Documents

First, make sure that your document is free of staples and paper clips, and is not torn, greased or covered by any foreign objects.

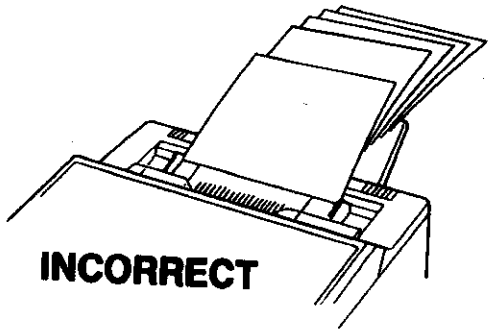


Place the document face down on the Automatic Document Feeder (ADF) with the top edge going into the machine and slide forward until it stops. Adjust the sliding document guides to ensure that the document is centered on the ADF.

If you are sending two or more pages, make sure that the bottom sheet enters first. You can also stack up to 30 sheets on ADF at one time. If you want to send more pages, you can place them on top of the last page on the ADF once transmission has started, as long as you do not have more than 30 sheets on the ADF at any one time.



When you set a document on the ADF the display message will change from date and time (standby) to DOCUMENT SET. You can now make basic transmission settings, or begin the dialing procedure.



DOCUMENT SET

BASIC TRANSMISSION SETTINGS

You can temporarily change seven basic settings (Resolution, Contrast, Halftone, Total Pages, Verification Stamp, Individual Transmission Journal and Error Correction Mode) before any ordinary transmission. These settings can be altered before or after you place documents on the ADF. After you finish transmission, your machine will automatically return to the preset settings. You can also change these settings during transmission.

Resolution

Your machine is preset to Standard resolution, which is suitable for ordinary documents. Use FINE or Super-FINE for very detailed documents.

1

DOCUMENT SET
RESOLUTION=STD
(STD = Standard)

2

DOCUMENT SET
RESOLUTION=FINE

If satisfied, go to Step 4.

3

DOCUMENT SET
RESOLUTION=S FINE
(S FINE = Super-FINE)

To return to Standard, press **RESOLUTION** again.

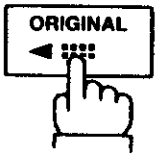
4 You can now dial by pressing **TEL/DIAL** and a full number, a One-Touch key, **ABBR** and two digits, or **REDIAL**.

NOTE

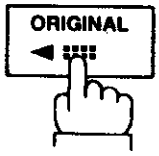
1. After changing the Resolution setting, you can
   a) go to standby with **STOP**.
   b) make a copy of the document to test the new Contrast setting by pressing **COPY**.
   c) start a different series of settings by pressing **RESOLUTION**, **HALF TONE**, **STAMP**, MODE **−** **+**, or **FUNCTION**.
2. To change the preset Resolution position, see page 27.

Original (Contrast)

Your machine is preset to NORMAL contrast. If you have to send a document with dark contrast, you may get better results by changing the setting to DARK. If you have to send a document with light contrast, it may be wise to change the setting to LIGHT. As a test, you can make a trial copy before transmitting (see page 60).

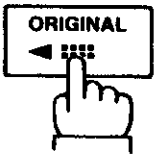
1 


```
DOCUMENT SET
   ORIGINAL=NORMAL
```

2 


```
DOCUMENT SET
   ORIGINAL=DARK
```

If satisfied, go to step 4.

3 


```
DOCUMENT SET
   ORIGINAL=LIGHT
```

To return to NORMAL, press **ORIGINAL** again.

4 You can now dial by pressing **TEL/DIAL** and a full number, a One-Touch key, **ABBR** and two digits, or **REDIAL**.

NOTE

1. After changing the Contrast setting, you can
   a) go to standby with **STOP**.
   b) make a copy of the document to test the new Contrast setting by pressing **COPY**.
   c) start a different series of settings by pressing **RESOLUTION**, **HALF TONE**, **STAMP**, MODE **−** **+**, or **FUNCTION**.
2. To change the preset Contrast position, see page 27.

Halftone

The Halftone setting is useful when sending photographs or illustrations with gray tones. Your machine is preset to HALF TONE = OFF. To switch to HALF TONE = ON,

1

```
DOCUMENT SET
  HALF TONE=OFF
```

Your display should show HALF TONE = OFF.

2

```
DOCUMENT SET
  HALF TONE=ON
```

In this case Resolution is automatically set at FINE. If you wish to go to HALF TONE = OFF, press **HALF TONE** again.

3

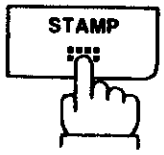
You can now dial by pressing **TEL/DIAL** and a full number, a One-Touch key, **ABBR** and two digits, or **REDIAL** .

NOTE

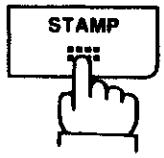
After changing the Halftone setting, you can
a) return to standby with **STOP** .
b) make a copy of the document to test the new Halftone setting by pressing **COPY** .
c) start a different series of settings by pressing **ORIGINAL** , **STAMP** , MODE **−** **+** , or **FUNCTION** ..

Verification Stamp

The verification stamp helps you to confirm successful transmissions by stamping the bottom of each successfully transmitted page with a small pink ⊗ mark. Your machine is preset to STAMP=ON. To set the Verification Stamp to OFF,

1 

DOCMENT SET
STAMP=ON

2 

DOCUMENT SET
STAMP=OFF

To return to STAMP=ON, press **STAMP** again.

3 You can now dial by pressing **TEL/DIAL** and a full number, a One-Touch key, **ABBR** and two digits, or **REDIAL** .

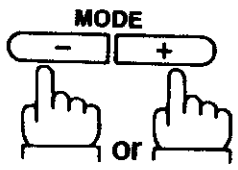
NOTE

1. After changing the Stamp setting, you can
   a) return to standby with **STOP** .
   b) start a different series of settings by pressing **RESOLUTION** , **ORIGINAL** , **HALF TONE** , MODE **−** **+** , or **FUNCTION** .
2. To change the preset Stamp position, see page 27.
3. When you use memory transmission, Verification Stamp will not function. If you wish the Verification Stamp to operate during memory transmission, see Setting Fax Parameters (page 27).

Total Pages

The page number will be printed at the top of each page you send. You can also set, however, the total number of pages you send so that it will be printed on each page in addition to the page number. (e.g., 01/05, 02/05, etc.)

1



repeatedly.

```
DOCUMENT SET
TOTAL PAGES=
```

2 Enter any number 1-99. If you make an error, press [CLEAR] and reenter the correct number.

Ex: [5]

```
DOCUMENT SET
TOTAL PAGES=5
```

3 You can now dial by pressing [TEL/DIAL] and a full number, a One-Touch key, [ABBR] and two digits, or [REDIAL].

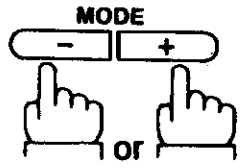
NOTE

1. This setting is not required if you are storing the document into the memory, because the machine automatically performs this function.
2. After changing the Pages setting, you can
   a) return to standby with [STOP].
   b) start a different series of settings by pressing [RESOLUTION], [ORIGINAL], [STAMP], [HALF TONE], MODE [–] [+], or [FUNCTION].

Error Correction Mode (ECM)

ECM mode provides error free copy when your fax machine is connected with a receiving fax machine which has ECM mode capability and your ECM mode is set to ON. The transmission time required in the ECM mode is the same as the normal G3 mode in most cases.

Your machine is preset to ECM = ON. If the telephone line is poor, then the transmission will take longer because the machine will have to retransmit the lines that have errors. In the case where the transmission time is more important than the quality of the received copy, you may set your fax machine to ECM = OFF. This will inhibit the ECM mode for the transmission regardless of the capability of the receiving machine. To set ECM = OFF,

1 

repeatedly.

```
DOCUMENT SET
      ECM=ON
```

2


```
DOCUMENT SET
      ECM=OFF
```

To return to ECM = ON, press **SELECT** again.

3 You can now dial by pressing **TEL/DIAL** and a full number, a One-Touch key, **ABBR** and two digits, or **REDIAL** .

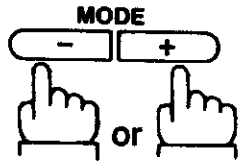
NOTE

1. After changing the ECM setting, you can
   a) return to standby with **STOP** .
   b) start a different series of settings by pressing **RESOLUTION** , **ORIGINAL** , **STAMP** , **HALF TONE** , MODE **–** **+** , or **FUNCTION** .
2. To change the preset ECM position, see page 27.

Automatic Individual Transmission Journal (XMT JRNL)

You may want to keep a separate record of each transmission you make to some or all your clients. Your machine can save you the trouble of writing records by printing out a Transmission Journal for you at the end of any particular transmission. To set XMT JRNL = ON,

1



or repeatedly.

```
DOCUMENT SET
   XMT JRNL=OFF
```

2

```
DOCUMENT SET
   XMT JRNL=ON
```

To return to XMT JRNL = OFF, press [SELECT] again.

3

You can now dial by pressing [TEL/DIAL] and a full number, a One-Touch key, [ABBR] and two digits, or [REDIAL].

NOTE

1. After changing the XMT JRNL setting, you can
   a) return to standby with [STOP].
   b) start a different series of settings by pressing [RESOLUTION], [ORIGINAL], [HALF TONE], [STAMP] MODE [-] [+], or [FUNCTION].
2. To change the preset position, see page 27.
3. This setting is not required if you are storing the document into the memory, because the machine automatically performs this function.

DIALING TECHNIQUES

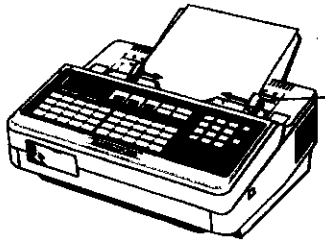
This section explains how to perform the following:

- Direct Dialing
- One-Touch Dialing
- Abbreviated Dialing
- Redialing

Direct Dialing (On-Hook Dialing)

1 Place a document face down on the ADF. Adjust left and right Document Guides.

```
DOCUMENT SET
```



2 SPACE / TEL/DIAL

```
* DIALING *
```

3 Use the keypad to "dial" a number.

Ex: [5][5][5]-[1][2][3][4]

(See Note)

```
* DIALING *
5551234
```

Your machine will dial the number. If the line is free, your documents will be sent.

```
ON LINE * XMT *
5551234
```

If the other station has an ID, it will appear on the display.

```
ON LINE * XMT *
ID:516 555 1234
```

NOTE

If you need a special access number to get an outside line, dial it first and then press [PAUSE] to enter a pause (represented by a "—") before dialing the full number.

Example: [9][PAUSE][5][5][5][1][2][3][4]

When transmission ends, the display shows the number of pages sent.

or

If the line is busy, your machine will redial the number for you up to twice with three minute intervals.

If no contact is made, the display will show an information code. (see page 101).

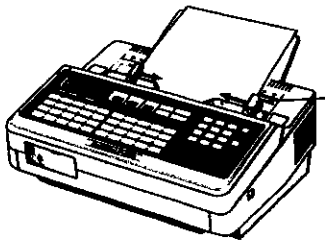
NOTE

1. If the line is still busy after the second automatic try, you can start another round of automatic dialing by pressing **REDIAL** (see page 48).
2. If you hear a voice speaking through the speaker, pick up the handset and press **STOP** to a talk to the other party (see page 71).

Off-Hook Dialing

1 Place a document face down on the ADF. Adjust left and right Document Guides.

```
DOCUMENT SET
```



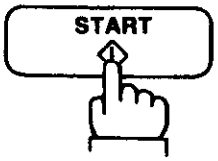
2 Lift the handset.

```
DOCUMENT SET
```

3 Use the keypad to dial a number.
Ex: [5] [5] [5] [1] [2] [3] [4]

```
DOCUMENT SET
5551234
```

4 When you hear a beep sound,



Hang up the handset.

```
ON LINE * XMT *
5551234
```

If the other station has an ID, it will appear on the display.

```
ON LINE * XMT *
ID:516 555 1234
```

When transmission ends, the display shows the number of pages sent.

```
COMPLETED
TOTAL PAGES=05
```

If the line is busy, hang up the handset. Then try again several minutes later by pressing [REDIAL].

```
* DIALING *
5551234
```

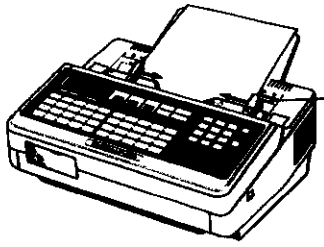
NOTE

If you need a special access number to get an outside line, dial it first and then press [PAUSE] to enter a pause (represented by a hyphen "-") before dialing the full number.
Example: [9] [PAUSE] [5] [5] [5] [1] [2] [3] [4]

One-Touch Dialing

1 Place a document face down on the ADF. Adjust left and right Document Guides.

```
DOCUMENT SET
```



2 Press a One-Touch key.

Ex: [07]

```
* DIALING *
[07] (Station name)
```

The display will show the ABBR. No. and station name. The full number (e.g. 9-555 1234) will then be dialed and shown on the display.

```
* DIALING *
9-555 1234
```

If the number dialed answers, document transmission will start. If the other station has an ID, it will appear on the display.

```
ON LINE * XMT *
ID:
```

When transmission ends, the display will show the number of pages sent.

```
COMPLETED
TOTAL PAGES=05
```

When alternative ABBR. NO. is set.
If the number is busy, the machine will automatically dial the alternative ABBR. NO. which you have already recorded.

Ex: [11] (See page 25.)

```
* DIALING *
[11] (Station name)
```

If the alternative number is also busy, the machine will wait three minutes and then automatically redial the 1st number and alternative number each up to twice in the same way.

```
WAITING TO DIAL
[07] (Station name)
```

When alternative ABBR. NO. is not set.
If the number is busy, the machine will wait three minutes and then automatically redial the same number up to twice.

If no contact is made, the display will show an information code (see page 101).

4

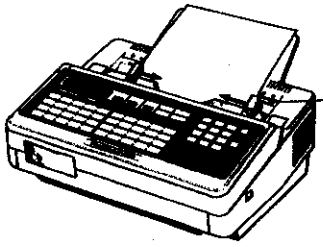
NOTE

1. To redial a busy number, see page 48.
2. The machine does not dial the alternative ABBR. No when the document is sent by Memory Transmission or Relayed Transmission.
3. If you hear a voice speaking through the speaker, pick up the handset and then press STOP to talk to the other party (see page 71).

Abbreviated Dialing

1 Place a document face down on the ADF. Adjust left and right Document Guides.

```
DOCUMENT SET
```



Document Guide

2

and two keys.

Ex: [6] [2]

```
* DIALING *
[62] (Station name)
```

The display will show the two-digit code and station name. The full number (e.g. 555 1234) will then be dialed and shown on the display.

```
* DIALING *
555 1234
```

If the number dialed answers, document transmission will start. If the other station has an ID, it will appear on the display. When transmission ends, the display will show the number of pages sent.

```
ON LINE * XMT *
ID:
```

```
COMPLETED
TOTAL PAGES=05
```

When alternative ABBR. NO. is set.
If the number is busy, the machine will automatically dial the alternative ABBR. NO. which you have already recorded.

Ex: [70] (See page 25.)

```
* DIALING *
[70] (Station name)
```

If the alternative number is also busy, the machine will wait three minutes and then automatically redial the 1st number and alternative number up to twice in the same way.

```
WAITING TO DIAL
[62] (Station name)
```

When alternative ABBR. NO. is not set.
If the number is busy, the machine will wait three minutes and then automatically redial the same number up to twice.

```
WAITING TO DIAL
[62] (Station name)
```

If no contact is made, the display will show an information code (see page 101).

```
INCOMPLETE
 INFO. CODE=630
```


NOTE

1. To redial a busy number, see page 48.
2. The machine does not dial the alternative ABBR. No when the document is sent by Memory Transmission or Relayed Transmission.
3. If you hear a voice speaking through the speaker, pick up the handset and then press **STOP** to talk to the other party (see page 71).

Redialing

If the number you dialed is busy or there is no answer, your machine will wait three minutes and then automatically redial the number for you up to twice.

```
* DIALING *
[07] (Station name)
```

If no contact is made, the display will show an information code.

```
INCOMPLETE
 INFO. CODE=630
```

In this case, you can redial the last number (e.g. 07) by simply pressing **REDIAL** .

```
WAITING TO DIAL
[07] (Station name)
```

You can use Redial after dialing a number using one of the following,

- One-Touch dialing
- Abbreviated dialing
- Direct dialing from the keypad
- Redialing

Your machine will redial the last number a total of three times.

```
* DIALING *
[07](Station name)
```

Even if you make contact and succeed in sending your documents, you can still use **REDIAL** to contact the same number again.

MEMORY TRANSMISSION

The memory function allows you to perform easily many different tasks. If you wish, you can store your documents into memory and then have the machine transmit the stored documents. After transmission is completed, the stored documents are erased automatically.

The advantages of memory transmission are:

1. The same document can also be transmitted to multiple stations.
2. If communications fail when transmitting from the memory, your machine will retransmit the remaining unsuccessful page(s) automatically.

NOTE

1. When you use memory transmission, a Memory Transmission Journal (COMM. JOURNAL) is printed out automatically after transmission. This report lets you verify if transmission was successful or not (see page 92).
2. If a memory overflow condition occurs while storing document(s) into the memory, the machine will start transmitting those pages which are successfully stored. If you wish to cancel this transmission, press **STOP** and confirm on the display (see Specifications, page 147 for the Image Memory Capacity).

```
MEMORY OVERFLOW
  INFO. CODE=870
```

3. The File Number of the document being stored is shown at the upper right corner of the display while storing takes place. It is also printed on the Memory Transmission Journal (COMM. JOURNAL). The percentage of memory used is shown at the lower right corner of the display after each page is stored.

```
* STORE *        NO. 003
      PAGES=02     10%
```

4. INFO. CODE = 633 will be displayed if there is no answer at the receiving side after the last automatic redial. The document stored for this transmission will be erased from the memory automatically and the Memory Transmission Journal (COMM. JOURNAL) will be printed out stating the transmission is "INC" (Incomplete).

```
INCOMPLETE
  INFO. CODE=633
```

5. If a power failure occurs, the document information stored in the machine's memory will be lost. In this case the Power Failure Report will be printed out automatically after the Power is turned ON again. The report is not printed out when there are no documents stored in the memory (see page 100).

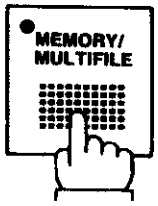
Memory Transmission to Single Station

If you have a number of pages to send to a single station, you can save time by using the memory. That is, you can store the document in your machine's memory and then have it transmitted to the station automatically.

1 Place a document face down on the ADF. Adjust left and right Document Guides.

```
DOCUMENT SET
```

2



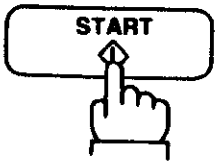

```
DOCUMENT SET
ENTER STATION(S)
```

3 Dial by pressing a One-Touch key, [ABBR] and two digits, or [TEL/DIAL] and a full number.

Ex: One-Touch key [01]

```
DOCUMENT SET
[01] (Station name)
```

4 To store the document into the memory




```
* STORE *        NO.002
        PAGES=01    01%
```

The machine begins dialing automatically.

```
* DIALING *
[01] (Station name)
```

When transmission is completed, a Memory Transmission Journal (COMM. JOURNAL) is printed out.

```
* STORE * COMPLETED
TOTAL PAGES=05    24%
```

NOTE

If you press [STOP] while the machine is still dialing or sending a document, the machine will ask for confirmation on the display. If you select YES, the rest of the transmission will be canceled and the documents stored in the memory will be erased automatically.

Multistation Transmission

Using the built-in memory you can send a document to more than one station at one time. This saves you the trouble of sending the same document to each station one after another.

1 Place a document face down on the ADF. Adjust left and right Document Guides.

```
DOCUMENT SET
```

2a Dial by pressing a Program key.

Ex: P1

(See Note 2.)

Dialing begins automatically.

```
DOCUMENT SET
[P1] (Program name)
```

```
* DIALING *
[07](Station name)
```

When transmission ends the machine will print out a Memory Transmission Journal (COMM. JOURNAL) (see page 92) and the document in the memory will be erased automatically.

```
* PRINTING *
COMM. JOURNAL
```

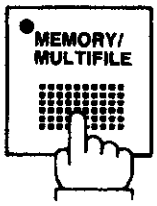
The machine returns to standby.

```
16-FEB-1989 15:00
```

NOTE

1. To use a Program key for Group dialing, the key must be set properly in advance (see page 77).
2. If more than one station has been registered in the Program key, the machine will store the document in the memory before the dialing.

2b



Dial by pressing a One-Touch key, [ABBR] and two digits, [TEL/DIAL] and a full number, a Program key or any combination of these.

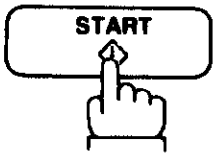
Ex: [P2] and [ABBR] [5] [7]

```
DOCUMENT SET
ENTER STATION(S)
```

```
DOCUMENT SET
[P2] (Program name)
```

```
DOCUMENT SET
[57] (Station name)
```

To store the document,




```
* STORE *        NO.003
      PAGES=01    00%
```

Dialing begins automatically.

```
* STORE * COMPLETED
TOTAL PAGES=05    12%
```

```
* DIALING *
[07](Station name)
```

When transmission ends the machine will print out a Memory Transmission Journal (COMM. JOURNAL) (see page 92) and the document in the memory will be erased automatically.

```
* PRINTING *
COMM. JOURNAL
```

The machine returns to standby.

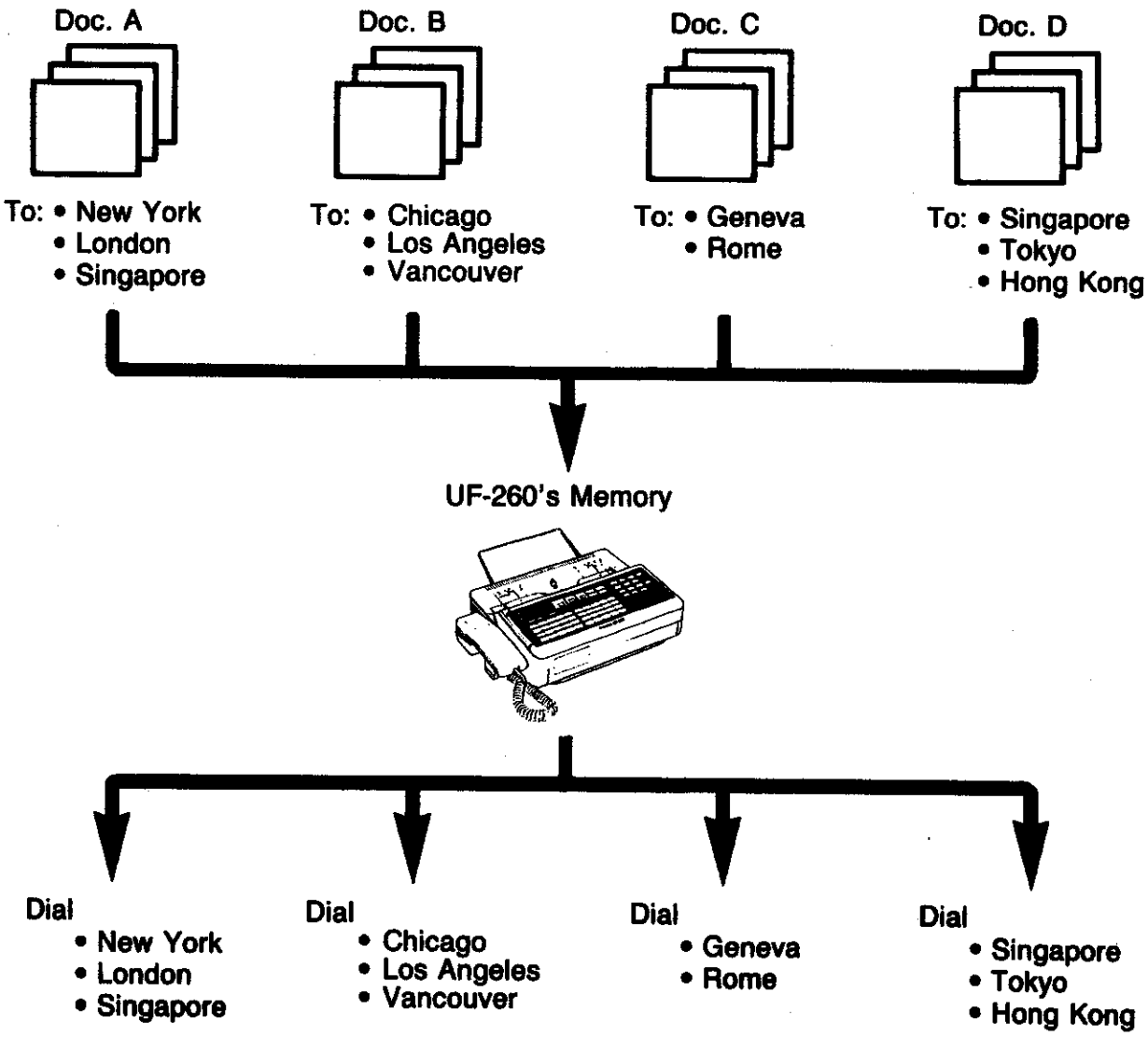
```
16-FEB-1989 15:00
```

NOTE

1. If the Program key is set for timer controlled communication or polling, the key will not be accepted in Step 2b.
2. You can enter up to three Direct dialings by pressing [TEL/DIAL] and a full number.
3. To review the entered station(s) in Step 2b before going to the next step, press MODE [−] or [+]. If you find an error, press [CLEAR] to erase the displayed station.
4. If you press [STOP] while the machine is still dialing or sending the document the machine will ask for confirmation on the display. If you select YES, the rest of the multistation transmission will be canceled and the document stored in the memory will be erased automatically.

Multifile Transmission

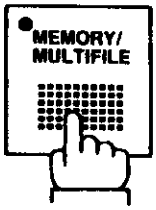
When you have to send several documents to different stations (or different groups of stations), you don't have to make separate transmissions. You can store all the different documents into the memory and program the machine to dial each number (or each group of numbers) for each document. Instead of sending the documents separately, you can reserve all the procedures at one time.



1 Place a document face down on the ADF. Adjust left and right Document Guides.

```
DOCUMENT SET
```

2




```
DOCUMENT SET
ENTER STATION(S)
```

3 Dial by pressing a One-Touch key, **ABBR** and two digits, **TEL/DIAL** and a full number, a Program key, or any combination of these.

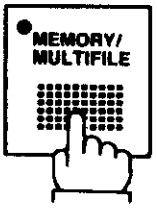
Ex: **P1** and **ABBR** 1 2

```
DOCUMENT SET
ENTER STATION(S)
```

```
DOCUMENT SET
[P1] (Program name)
```

```
DOCUMENT SET
[12] (Station name)
```

4 To store the document,

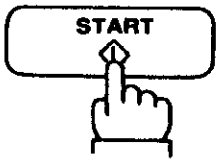



```
* STORE *        NO.021
      PAGES=01    01%
```

```
* STORE * COMPLETED
TOTAL PAGES=05   24%
```

5 To send another document to other stations, set the another document on the ADF, then repeat Steps 3 and 4.

6



The machine starts dialing for each transmission.

When all the transmissions end, the machine will print out Memory Transmission Journals (COMM. JOURNAL) for each transmission and the documents in the memory will be erased automatically.

```
* DIALING *
(Station name)
```


NOTE

1. You can enter up to three direct dialings by pressing [TEL/DIAL] and a full number for each document.
2. To use a Program key for Group Dialing, the key must be set properly in advance (see page 77).
3. To review the entered station(s) in Step 3 before going to the next step, press MODE [−] or [+]. If you find an error, press [CLEAR] to erase the displayed station.
4. If you press [STOP] while the machine is still dialing or sending a document, the machine will ask for confirmation on the display. If you select YES, the rest of the multistation transmission will be canceled and the documents stored in the memory will be erased automatically.

TRANSMISSION RESERVATION

If you are in a hurry to send some documents, but your facsimile machine is busy with receiving documents or memory transmission, you can save time by reserving the machine for transmission. "Reserving" means presetting a One-Touch, Abbreviated Dialing, or full telephone number. Then, when the machine has finished receiving or memory transmission, it will automatically begin to dial the number you set.

Setting Transmission Reservation

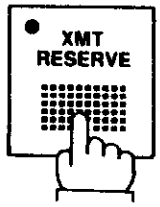
1 Place a document face down on the ADF. Adjust left and right Document Guides.

```
ON LINE *MEM. XMT*
```

or

```
ON LINE * RCV *
```

2




```
XMT RESERVE
ENTER STATION
```

3 Adjust basic settings, e.g. Resolution (see pages 34 - 40).

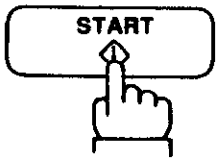
```
XMT RESERVE
 RESOLUTION=FINE
```

4 Dial by pressing a One-Touch key, **ABBR** and two digits, or **TEL/DIAL** and a full number.

Ex: One-Touch key **15**

```
XMT RESERVE
[15] (Station name)
```

5




```
ON LINE * RCV *
XMT RESERVED
```

Setting Memory Transmission Reservation

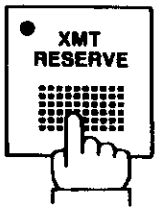
With the memory function, you can reserve the machine to perform transmission or another operation after the completion of the current operation.

1 Place a document face down on the ADF. Adjust left and right Document Guides.

```
ON LINE *MEM. XMT*
```

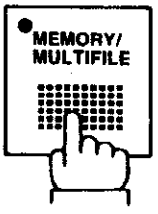
or

```
ON LINE * RCV *
```

2 


```
XMT RESERVE
ENTER STATION
```

3 To use memory Transmission,



and dial by pressing a One-Touch key, **ABBR** and two digits, **TEL/DIAL** and a full number, a program key, or any combination of these.

Ex: One-Touch key **03** **04**

```
XMT RESERVE
ENTER STATION(S)
```

```
XMT RESERVE
[03] (Station name)
```

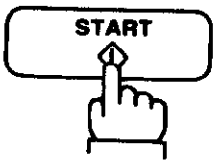
```
XMT RESERVE
[04] (Station name)
```

NOTE

1. If you press **STOP** while the machine is still dialing or sending the document, the machine will ask for confirmation on the display. If you select YES, the rest of the transmission will be canceled and the documents stored in the memory will be erased automatically.
2. To cancel XMT reserve while your machine is still receiving documents for memory transmission, see page 59.

4

To set the XMT reserve,



When the current receiving or transmitting from memory is completed, the machine will begin storing the document into the memory. Then it will start dialing automatically. When transmission ends, the machine will print out a Memory Transmission Journal.

```
ON LINE *MEM. XMT*
XMT RESERVED
```

or

```
ON LINE * RCV *
XMT RESERVED
```

Canceling Transmission Reservation

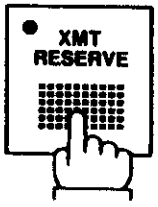
If necessary, you can also cancel XMT RESERVE while your machine is still busy with receiving documents or memory transmission.

1 Remove the document from ADF.

```
ON LINE *MEM. XMT*
XMT RESERVED
```

or

```
ON LINE * RCV *
XMT RESERVED
```

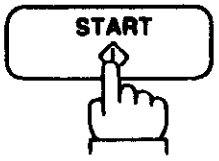
2 


```
XMT RESERVE
[15] (Station name)
```

The number you reserved will appear.

3


```
XMT RESERVE
ENTER STATION
```

4 


```
ON LINE *MEM. XMT*
```

or

```
ON LINE * RCV *
```

Now, when your machine finishes receiving documents or memory transmission it will automatically return to standby.

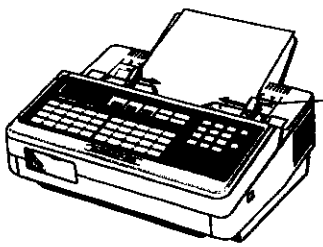
5 MAKING COPIES

Before you send a document, you can make a copy of it to see what it will probably look like to the person who receives it.

Single Copies

1 Place a document face down on the ADF. Adjust left and right Document Guides.

DOCUMENT SET



2 If necessary, adjust [RESOLUTION], [ORIGINAL], and [HALF TONE]. (review pages 34 - 36).

3

* COPY *

The machine begins making a copy.

NOTE

1. To stop the copy process, press [STOP].
2. To make copies of more than 30 pages, add additional pages while at least one page still remains on the ADF.
3. When making a copy, your machine will automatically select Fine Resolution, unless you change the setting.

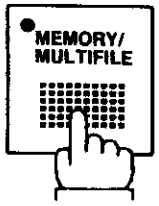
Multiple Copies (Using the Memory)

If you want to make two or more copies of a document, use the following procedure.

1 Place a document face down on the ADF. Adjust left and right Document Guides.

```
DOCUMENT SET
```

2 If necessary, adjust **RESOLUTION**, **ORIGINAL**, and **HALF TONE**. (review pages 34 - 36).

3 


```
DOCUMENT SET
ENTER STATION(S)
```

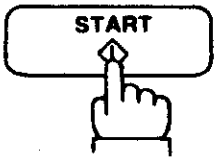
4


```
COPY
NO. OF COPY=
```

5 Enter the number of copies.

EX: 3

```
COPY
NO. OF COPY=3
```

6 

The machine begins storing the document, then prints out copies.

```
* COPY *
NO. OF COPY=00/03
```

```
* COPY *
NO. OF COPY=01/03
```

```
* COPY *
NO. OF COPY=03/03
```

NOTE When you make multiple copies of a single-page document or multi-page document, copies are made page by page.

5

6 RECEIVING DOCUMENTS

AUTOMATIC RECEPTION

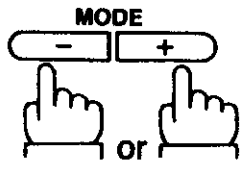
When your facsimile machine is preset to receive documents automatically, do not answer the telephone when it rings. The machine will soon begin receiving.

MANUAL RECEPTION

How to Set Manual Reception

If there is only one telephone line in your office and you wish to use the telephone line for both Fax and Voice, you may set the machine to Manual Reception.

1



or repeatedly.

```
16-FEB-1989 15:00
        RCV=AUTO
```

2

```
16-FEB-1989 15:00
        RCV=MANUAL
```

To return to RCV=AUTO, press **SELECT** again.

3

To return to standby,

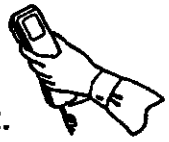
```
16-FEB-1989 15:00
      MANUAL RCV
```

What to Do When Your Telephone Rings

If your machine is set for manual reception and the telephone rings,

1

Lift the handset.



If you hear a beep ··· beep ··· beep sound, it means someone wants to send a fax. Or,if the caller answers and says he/she wants to send a fax, then ···

2

Remove a document from the ADF, if any.

Your machine starts receiving a document.

```
ON LINE * RCV *
```

3

Hang up the handset.
If the other station has an ID, it will appear on the display.

```
ON LINE * RCV *
ID: 415 111 1234
```

SUBSTITUTE RECEPTION (MEMORY RECEPTION)

If the recording paper runs out in the middle of a page during reception, the machine will stop recording and automatically start receiving into its image data memory. Stored documents are automatically printed out from the top of the page that resulted in an incomplete recording when a new roll of recording paper is loaded.

1 When the machine finishes the memory reception and there is no recording paper, an information code appears on the display.

```
NO RECORDING PAPER
    INFO.CODE=010.
```

2 Open the Receiving Unit and replace the recording paper (see page 103).

3 Shut the Receiving Unit.
After loading new recording paper, the machine will automatically start printing out the document stored in the memory, which will be erased when printing is completed.

The machine will return to standby.

```
* OPERATION *
```

```
* PRINTING *
MEMORY RCV'D DOC.
```

```
16-FEB-1989 15:20
```

NOTE

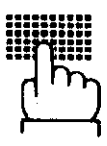
1. You can replace the recording paper while the machine is storing a document in the machine's memory.
2. When the memory overflows, the machine will stop receiving and release the communication line. The document(s) stored in the memory up to that moment will be printed out automatically.
3. If a power failure occurs, the document information stored in the machine's memory will be lost. In this case the Power Failure Report (see page 100) will be printed out automatically after the Power is turned ON again. The report is not printed out when there are no documents stored in the memory.

7 POLLING

Polling means calling other station(s) to retrieve the document. The other station must know in advance that you will call, and must have a document set on the ADF or stored in the memory. You also need to set a polling password, shared by the other station, to ensure security.

How to Set the Polling Password

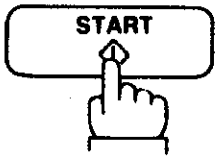
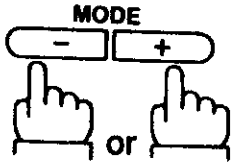
If you have just set your ID No. and pressed [START], skip to step 3. If not start from step 1.

1 FUNCTION  and

```
SET MODE
          NO. =
```

2

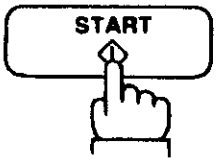
```
USER PARAMETERS
```

3  and  repeatedly.

```
POLLING PASSWORD
                ■■■■
```

4 Enter four-digit password.
Ex: [9] [8] [7] [6]

```
POLLING PASSWORD
                9876
```

5 To set the polling password, 

```
DATE & TIME
     ■6-02-1989 15:00
```

6 To return to standby,

```
16-FEB-1989 15:00
```

NOTE

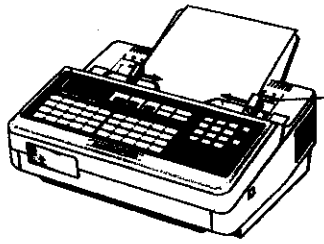
1. Polling might not function with all fax machines. We suggest you attempt a trial polling before you actually poll for important documents.
2. If you make a mistake in Step 4, use the [◄] or [►] key to move the cursor to the incorrect number, and then enter the new number over it. To erase the password, press [CLEAR].
3. If password is not set in the other station, you can poll the other station even though your machine has a password.

How to Prepare to be Polled

In order to let other stations poll your machine, you must set your machine with a document on the ADF. Be sure to set the polling password (see page 65) before setting the document on the ADF. After being polled, your machine will automatically return to the preset setting.

1 Place a document face down on the ADF. Adjust left and right Document Guides.

```
DOCUMENT SET
```



2 MODE [−] [+] or repeatedly.

```
DOCUMENT SET
      POLLED=OFF
```

3 SELECT

```
DOCUMENT SET
      POLLED=ON
```

You are now set for POLLED = ON. If you press **SELECT** again, the setting will return to POLLED = OFF.

NOTE You can still receive ordinary transmissions even when set to be polled.

How to Poll

The following procedure lets you poll one station, or up to 100 stations. However, if you want to poll two or more stations, you must use One-Touch dialing or Abbreviated dialing numbers. Multistation polling does not require a Relay Station. Be sure to set the polling password before polling (see page 65).

1 FUNCTION and


```
POLLING
ENTER STATION(S)
```

2 Dial by pressing a One-Touch key, [ABBR] and two digits, or [TEL/DIAL] and a full number.

Ex: [ABBR] and [3] [5], or
[TEL/DIAL] [7] [7] [7] [2] [3] [4] [5]

```
POLLING
[35] (Station name)
```

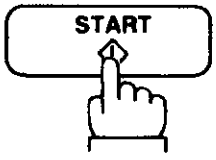
or

```
POLLING
7772345
```

3 To add more stations, use One-Touch keys, or [ABBR] and two digits.

Ex: One-Touch key [15]

```
POLLING
[15] (Station name)
```

4 


```
* DIALING *
[15] (Station name)
```

NOTE

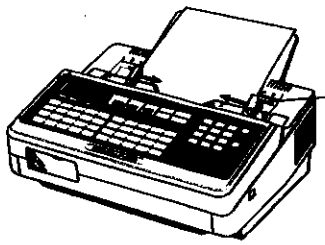
1. To erase or change stations set in Steps 2 or 3, press [CLEAR]. If you recorded several, use MODE [−] or [+] to find the station you want. Then press [CLEAR]. Add new stations with One-Touch keys, or [ABBR] and two digits.
2. If a polled station is busy, or does not answer, it will be skipped and the next station will be polled. The skipped station(s) will be redialed up to twice after all registered stations have been polled.
3. When polling ends, a Multistation Communication Journal is automatically printed out. This journal lists the stations polled and indicates whether polling was successful or not.

Turnaround Polling (Combined Transmission and Polling)

This procedure lets you do two operations with one call, automatically. First, your machine will send a document to a station, and then it will poll the same station. Be sure to set the polling password before using the following procedure (see page 65).

1 Place a document face down on the ADF. Adjust left and right Document Guides.

```
DOCUMENT SET
```



Document Guide

2 FUNCTION and 4

```
XMT & POLLING
ENTER STATION
```

3 Dial by pressing a One-Touch key, ABBR and two digits, or TEL/DIAL and a full number.

Ex: One-Touch key 10 , or
TEL/DIAL 5 5 5 1 2 3 4

```
XMT & POLLING
[10] (Station name)
```

or

```
XMT & POLLING
5551234
```

4 START

```
* DIALING *
[10] (Station name)
```

or

```
* DIALING *
5551234
```

8 USING YOUR UF-260 TELEPHONE

Making a Regular Call

You can use the handset on your UF-260 to make regular calls. To do so, lift the handset and dial a full number just as you could using on ordinary telephone. If you wish, you can also use One-Touch/ABBR. keys.

1 Remove any document from the ADF.

```
16-FEB-1989 15:20
```

2 Lift the handset.

```
* DIALING *
```

3 Dial by pressing a One-Touch key, **ABBR** and two digits, or a full number.

```
* DIALING *
[02] (Station name)
```

```
* DIALING *
555 1234
```

For Making Voice Contact after Sending/Receiving

You may want to talk to the other person over the telephone after sending or receiving documents. To do so, perform Step 1 while the machine is still sending or receiving.

1

When sending	When receiving
ON LINE * XMT * TEL	ON LINE * RCV * TEL

When sending/receiving is over and the other party replies the Voice Contact request, you will har a beep-beep-beep sound coming through the monitor speaker.

When sending	When receiving
ON LINE * XMT * TEL OPERATOR CALLING	ON LINE * RCV * TEL OPERATOR CALLING

2 Lift the handset.

3

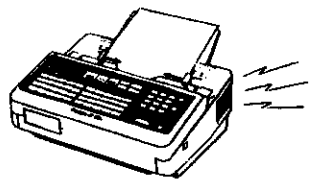
4 Talk.

Answering a Voice Contact Request

When you hear a beep-beep-beep sound coming through the monitor speaker, it means you are receiving a voice contact request. Reply by following the above procedure from step 2.

What to Do When You Hear a Voice through the Speaker

1 If the other person's fax machine is set for manual reception, you will hear a voice through the speaker when you try to send documents.

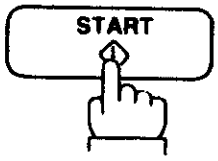


2 Lift the handset.

3

4 Tell the other person to prepare for reception.

5



When you hear a beep,

The machine begins sending your documents.

```
ON LINE * XMT *
ID:
```

6 Hang up the handset.

9 TIMER CONTROLLED COMMUNICATIONS

You can send a document to one or more stations at any fixed time within 24 hours. Built-in timers, one for Deferred Transmission and other for Deferred Polling, make this timer communications possible. Note that both Deferred Transmission and Deferred Polling (see page 74) can be set independently to occur at different times.

Deferred Transmission

1 Place a document face down on the ADF. Adjust left and right Document Guides.

```
DOCUMENT SET
```

2 FUNCTION

and

```
DEFERRED COMM. NO.=
1:XMT 2:POLLING
```

3 Select 1. XMT.

```
START TIME      :
```

4 Enter start time from keypad. (Use four-digit, 24-hour clock.)

Ex: [2] [3] [3] [0] (11:30 p.m.)

```
START TIME      23:30
ENTER STATION(S)
```

5 Dial by pressing a One-Touch key, or [ABBR] and two digits.

Ex: One-Touch key [02]

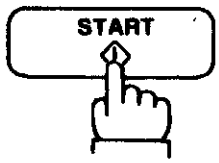
```
START TIME      23:30
[02] (Station name)
```

6 To add more numbers (100 maximum), repeat Step 5.

Ex: One-Touch Key [05]

```
START TIME      23:30
[05] (Station name)
```

7




```
* STORE *      NO.001
       PAGES=01   01%
```

```
* STORE * COMPLETED
TOTAL PAGES=05   24%
```

The documents on the ADF are fed into the machine and stored into the memory automatically with a file number.

The standby display and Deferred XMT display will flash alternately until transmission actually takes place.

```
16-FEB-1989 15:00
```

```
DEFERRED XMT 23:30
[02] (Station name)
```


NOTE

1. If you enter a wrong number in Step 4, press **CLEAR**, then reenter the right number.
2. You cannot use Direct dialing in Step 5. All called stations for Timer Controlled Communications must be set in advance in One-Touch/ABBR. keys.
3. When Timer Controlled Communication is set, you can still send, poll, or copy documents. To send, poll, or copy, simply follow the normal procedure.
4. You cannot use SET MODE functions when Timer Controlled Communication is set.
5. To cancel or change the settings, see page 75.

Deferred Polling

1 FUNCTION and


```
DEFERRED COMM. NO.=
1:XMT 2:POLLING
```

2 Select 2. POLLING


```
START TIME      :
```

3 Enter start time from keypad.
(Use four-digit, 24-hour clock)
Ex: [0] [2] [3] [0] (2:30 a.m.)

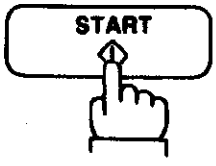
```
START TIME      02:30
ENTER STATION(S)
```

4 Dial by pressing a One-Touch key, or [ABBR] and two digits.
Ex: One-Touch key [10]

```
START TIME      02:30
[10] (Station name)
```

5 To add more numbers (100 maximum), repeat Step 4.
Ex: [ABBR] and [1] [5].

```
START TIME      02:30
[15] (Station name)
```

6 


```
16-FEB-1989 15:00
```

```
DEFERRED POLL   02:30
[15] (Station name)
```

The standby display and Deferred Poll display will flash alternately until polling takes place.

How to Cancel or Change Timer Settings

1 FUNCTION and

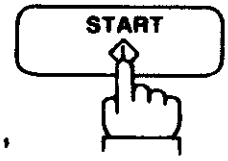

```
DEFERRED COMM. NO.=
1:XMT 2:POLLING
```

2 Select 1 or 2 depending on which function you want to cancel or change.

```
START TIME      23:30
[02] (Station name)
```

3a To cancel Deferred XMT or Polling,

```
START TIME      :
[02] (Station name)
```




```
16-FEB-1989 15:00
```

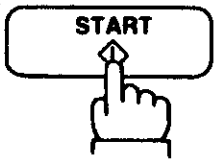
To store the new setting,

The machine returns to standby or waiting mode for Timer Communication.

3b To change the starting time, enter the new starting time over the old one.

Ex: [2] [1] [0] [0] (9:00 p.m.)

```
START TIME      21:00
[02] (Station name)
```

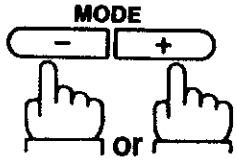



```
16-FEB-1989 15:00
```

To store the new setting,

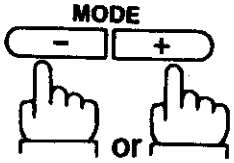
The machine returns to standby or waiting mode for Timer Communication.

3c To delete or add stations,



START TIME 23:30
[02] (Station name)

- To delete a station,



repeatedly until the display shows the station you want to delete.

START TIME 23:30
[05] (Station name)

Ex: 05

START TIME 23:30
[04] (Station name)

To delete more stations, repeat the procedure above.

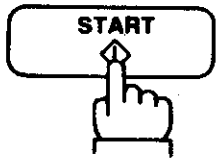
- To add a station, enter a station number by pressing a One-Touch key, or ABBR and two digits.

START TIME 23:30
[06] (Station name)

Ex: 06

To add more stations, repeat the procedure above.

To store the new setting,



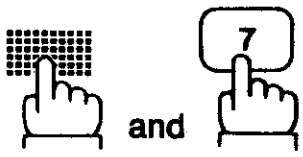
16-FEB-1989 15:00

The machine returns to standby or waiting mode for Timer Communication.

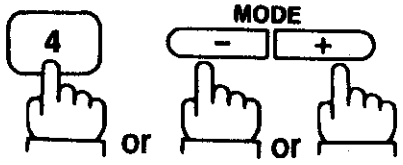
10 PROGRAMMED COMMUNICATION

Setting Program Keys

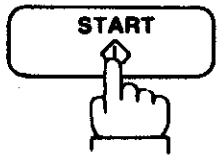
Your UF-260 fax machine has eight Special Program Keys. These keys are useful if you frequently need to send or poll the same group of numbers. You can use these keys to store a sequence of stations to be polled, a deferred transmission or polling sequence, or an additional One-Touch Key (One-Touch Group Key).
To set a number or a group of numbers in a Program key, follow the procedure below.

1 FUNCTION  and

SET MODE
NO. =

2  repeatedly.

PROGRAM KEYS

3 

PROGRAM KEY

4 Press one of the Program Keys, [P1] to [P8].
Ex: [P1]

NO. = [P1]
1:XMT/POL 2:ABBR/GRP

Now you can choose one Program Key mode out of the following four modes.

- Deferred Transmission : Go to step 5a.
- Polling : Go to step 5b.
- Deferred Polling : Go to step 5c.
- Group Dialing : Go to step 5d.

NOTE XMT/POL means Transmission or Polling. ABBR/GRP means Group dialing.

5a To set Deferred Transmission,

NO. =▮ [P1]
1:XMT/POL 2:ABBR/GRP

for XMT/POL

NO. =▮ [P1]
1:XMT 2:POLLING

for XMT

START TIME ▮ :

Enter the starting time in four digits.

Ex: [2] [3] [3] [0] (11:30 p.m.)

START TIME 23:30

START TIME 23:30
ENTER STATION(S) ▮

Enter a station number by using a One-Touch key, or [ABBR] and two digits.

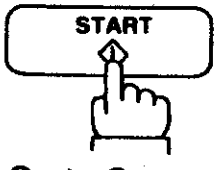
Ex: One-Touch key [02]

START TIME 23:30
[02] (Station name)

Add more station numbers, if necessary.

You may use the MODE [−] or [+] key to review the entered station(s) before going to the next step. If you find an error, press [CLEAR] to erase the displayed station.

To store the starting time and station numbers,



PROGRAM NAME [P1]
▮

Go to Step 6 (page 81).

5b **To set Normal Polling,**

for XMT/POL

for Polling

for Normal Polling

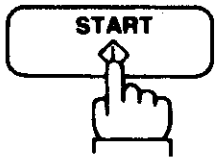
Enter a station number by using a One-Touch key, or **ABBR** and two digits.

Ex: One-Touch key **05**

Add more station numbers, if necessary.

You may use the MODE **−** or **+** key to review the entered station(s) before going to the next step. If you find an error, press **CLEAR** to erase the displayed station.

To store station numbers,



Go to Step 6 (page 81).

```
NO.=                    [P1]
1:XMT/POL  2:ABBR/GRP
```

```
NO.=                    [P1]
1:XMT  2:POLLING
```

```
DEFERRED POLL           [P1]
1:YES  2:NO          NO.=
```

```
ENTER STN(S)            [P1]
```

```
ENTER STN(S)            [P1]
[05] (Station name)
```

```
PROGRAM NAME            [P1]
```

5c To set Deferred Polling,

NO.=▮ [P1]
1:XMT/POL 2:ABBR/GRP

for XMT/POL

NO.=▮ [P1]
1:XMT 2:POLLING

for Polling

DEFERRED POLL [P1]
1:YES 2:NO NO.=▮

for Deferred Polling

START TIME ▮ :

Enter the starting time in four digits.

Ex: [2] [2] [0] [0] (10:00 p.m.)

START TIME 22:00

Enter a polled station number by using a One-Touch key, or [ABBR] and two digits.

Ex: [ABBR] and [1] [2]

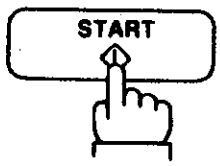
START TIME 22:00
ENTER STATION(S) ▮

START TIME 22:00
[12] (Station name)

Add more station numbers, if necessary.

You may use the MODE [−] or [+] key to review the entered station(s) before going to the next step. If you find an error, press [CLEAR] to erase the displayed station.

To store the starting time and station numbers,



PROGRAM NAME [P1]
▮

Go to Step 6 (page 81).

5d **To set a group dialing,**

NO. =▮ [P1]
1:XMT/POL 2:ABBR/GRP

for ABBR/GRP.

ENTER STN(S) [P1]
▮

Enter a station number by using a One-Touch key, or **ABBR** and two digits.

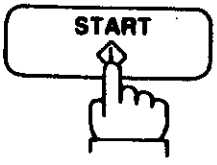
Ex: **ABBR** and 1 6

ENTER STN(S) [P1]
[16] (Station name)

Add more station numbers, if necessary.

You may use the MODE − or + key to review the entered station(s) before going to the next step. If you find an error, press **CLEAR** to erase the displayed station.

To store station numbers,

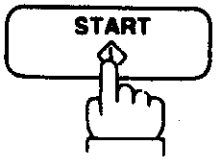


PROGRAM NAME [P1]
▮

6 Enter program name using One-Touch/Character keys (see page 20).

Ex: PROG. A

PROGRAM NAME [P1]
PROG. A▮



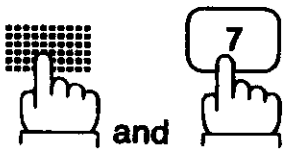
PROGRAM KEY ▮

You can now set another Program Key repeating the procedures from Step 4, or return to standby by pressing **STOP** .

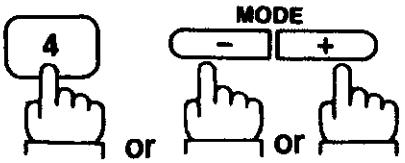
NOTE To print out a Program List, see page 96.

How to Erase or Change Program Key Settings

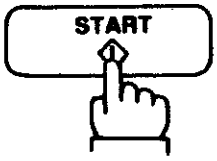
To erase the settings in a Program key, either completely or partially, and/or add new station numbers or a new program name, use the following procedure.

1 FUNCTION  and

```
SET MODE
          NO. =
```

2  or or repeatedly.

```
PROGRAM KEYS
```

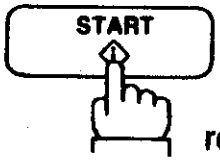
3 

```
PROGRAM KEY
```

4 Press the Program key you want to erase or change.

Ex: P1

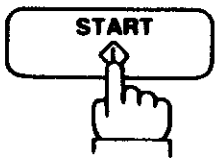
```
NO. =                    [P1]
1:XMT/POL  2:ABBR/GRP
```

5  repeatedly until the display shows the setting you want to erase or change.

```
NO. =                    [P1]
1:XMT/POL  2:ABBR/GRP
```

6a To erase the Program key,

```
NO. =
1.XMT/POL  2:ABBR/GRP
```



```
PROGRAM KEY
```

6b To change the Program key function, reset the parameter number 1 or 2, then reenter all the rest of necessary settings.

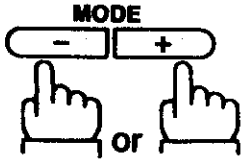
Ex: Cancel Deferred polling.

```
DEFERRED POLL      [P1]
1:YES 2:NO         NO.=1
```

```
DEFERRED POLL      [P1]
1:YES 2:NO         NO.=2
```

```
ENTER STN(S)       [P1]
```

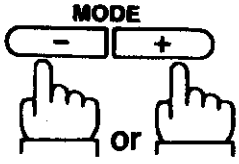
6c To erase and/or add the station number(s) for timer programs, while the display shows START TIME,




```
START TIME         23:30
[02] (Station name)
```

```
START TIME         23:30
[02] (Station name)
```

- To erase a station number,



until the display shows the station you want to erase.

```
START TIME         23:30
[05] (Station name)
```

Ex: One-Touch key [05]

```
START TIME         23:30
[01] (Station name)
```

Erase more stations, if necessary.

- To add a station number, press a One-Touch key or [ABBR] and two digits, while the cursor is blinking on lower right corner of the display.

  Ex: [ABBR] and [4] [5]

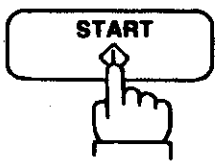
  Add more station numbers, if necessary.

```
START TIME      23:30
[02] (Station name)
```

```
START TIME      23:30
[45] (Station name)
```

- To confirm the new stations entered by pressing MODE [−] or [+].

To store the new station settings,

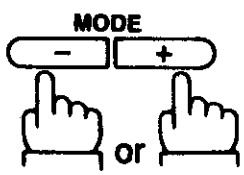



```
PROGRAM NAME    [P1]
PROG. A
```

6d To erase and/or add the station number(s) for normal Polling or Group Dialing (ABBR/GRP), follow the procedure below.

- To erase a station number,

```
ENTER STN(S)    [P1]
[02] (Station name)
```



or until the display shows the station you want to erase.

Ex: One-Touch key [05]

```
ENTER STN(S)    [P1]
[05] (Station name)
```

```
ENTER STN(S)    [P1]
[02] (Station name)
```

Erase more stations, if necessary.

- To add a station number, press a One-Touch key or [ABBR] and two digits, while the cursor is blinking on lower right corner of the display.

  Ex: [ABBR] and [4] [5]

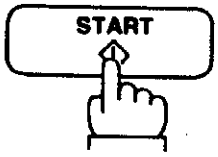
  Add more stations, if necessary.

- To confirm the new stations entered by pressing MODE [−] or [+].

```
ENTER STN(S)      [P1]
[02] (Station name)
```

```
ENTER STN(S)      [P1]
[45] (Station name)
```


To store the new station settings,




```
PROGRAM NAME      [P1]
PROG. A
```

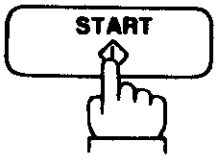
6e To change the program name, while the display shows PROGRAM NAME, write over the new program name using One-Touch/Character keys (see page 20).

Ex: EUROPE

```
PROGRAM NAME      [P1]
PROG. A
```

```
PROGRAM NAME      [P1]
EUROPE
```

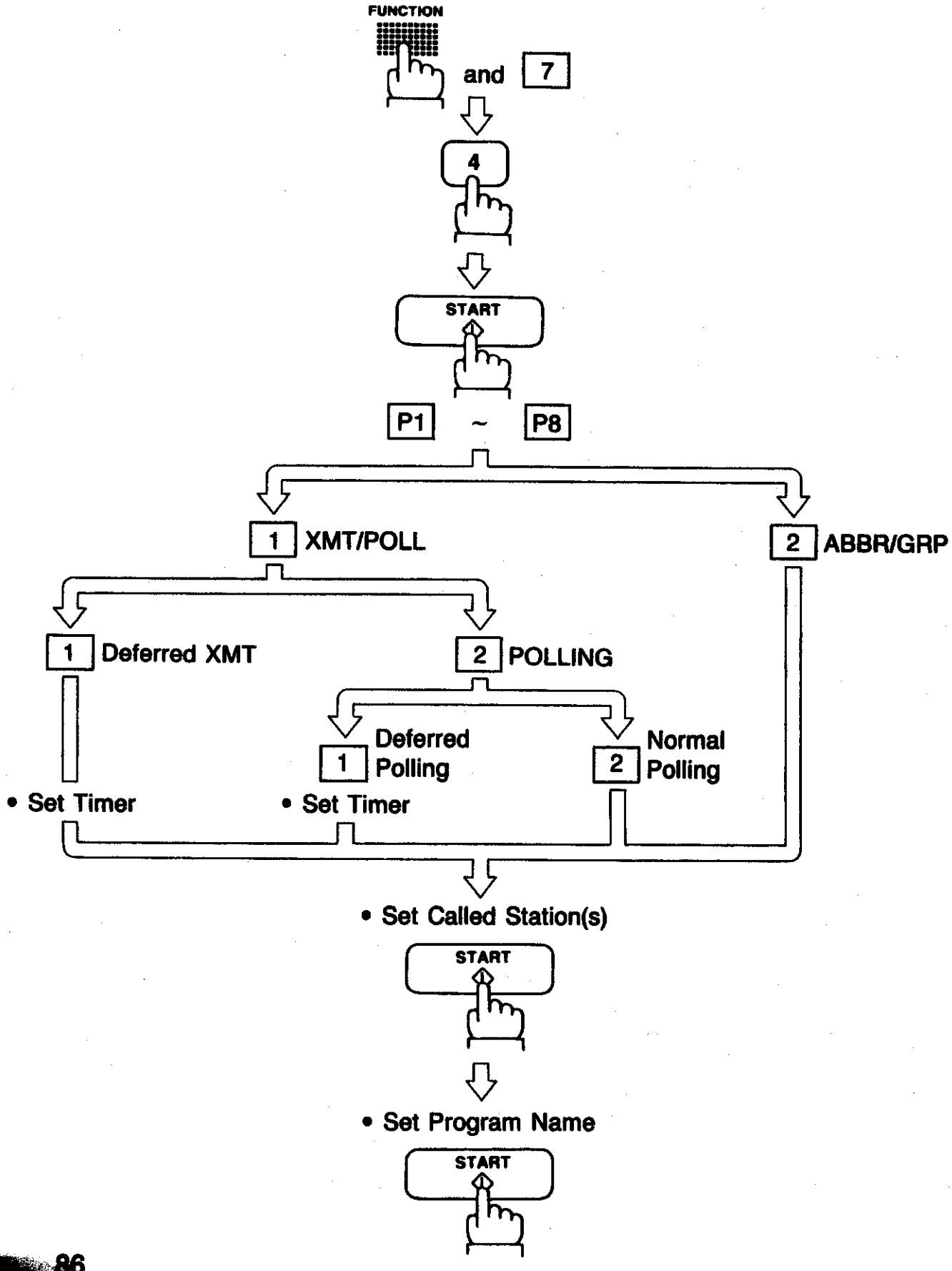
To store the new name,




```
PROGRAM KEY       ▮
```

NOTE To erase an extra character in Step 6e, move the cursor to it by pressing [▶] or [◀] and press [SPACE].

Program Key Programming Flowchart



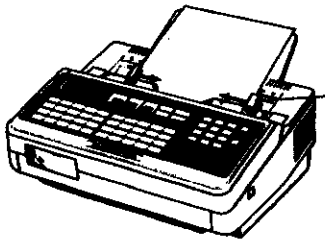
Using Program Keys

Once you have recorded a number, or group of numbers under a Program Key (see pages 77 — 81), you can use the key by following steps below.

To transmit documents using Program Keys,

1 Place a document face down on the ADF. Adjust left and right Document Guides.

```
DOCUMENT SET
```



2 Press program key.

Ex: P2

```
DOCUMENT SET
[P2] (Program name)
```

Dialing automatically begins (see Note).

```
* DIALING *
[20] (Station name)
```

To poll documents using Program Keys,

1 Make sure no documents are on the ADF.

```
DEC-01-1988 15:00
```

2 Press program key:

Ex: P3

```
16-FEB-1989 15:00
[P3] (Program name)
```

Dialing automatically begins (see Note).

```
* DIALING *
[21] (Station name)
```

NOTE

The display varies according to the entered mode settings.

11 PRINTOUT REPORTS AND LISTS

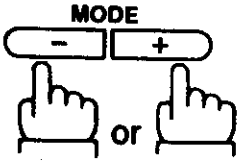
To help you maintain records of the documents you send and receive, as well as lists of the numbers you record, your facsimile machine is equipped to print out the following reports and lists: a Journal, Individual Transmission Journal, One-Touch/ABBR. No. list, Program list, and a FAX Parameter list.

Journal Printout

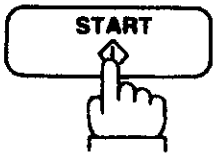
The "Journal" is a record of the last 32 transactions (a transaction is performed each time you send or receive a document). It is printed out automatically after every 32 transactions, but you can print it out manually in the following way;

1 FUNCTION and

```
PRINT OUT
        NO. =
```

2 , or  repeatedly.

```
JOURNAL PRINT
```

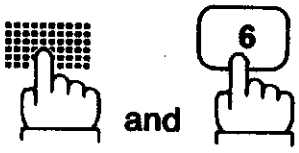
3 

```
* PRINTING *
JOURNAL PRINT
```

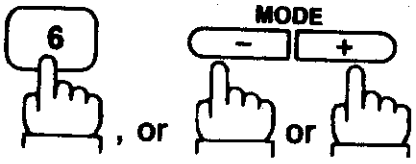
The machine starts printing a Journal out (see page 90).

Individual Transmission Journal (XMT JRNL)

An Individual Transmission Journal is printed out automatically after each transmission if you set XMT JRNL = ON in advance (see page 40). If necessary, it can also be obtained manually by using the following procedure.

1 FUNCTION  and

```
PRINT OUT
        NO. =
```

2  , or or repeatedly.

```
XMT JOURNAL
```

3 START

```
* PRINTING *
XMT JOURNAL
```

The machine begins printing out an Individual Transmission Journal (see page 90).

NOTE

The Individual Transmission Journal contains the information of the latest transmission. If no transmission has been made within the last 32 transactions, the Individual Transmission Journal with blank contents is printed out.

Sample Journal Printout

```
                                                          (1)                    (2)
********** UF-260 ***** -JOURNAL- ************** DATE 16-FEB-1989 ***** TIME 15:00 ********

 (3)  (4)   (5)     (6)       (7)          (8)          (9)     (10)      (11)
 NO.  COM   PAGES   DURATION  X/R      IDENTIFICATION   DATE    TIME      DIAGNOSTIC

 01   OK    02      00:01'06  XMT          Paris Office DEC-01  10:44     840480AC7800
 02   S-OK  00      00:00'20  XMT          ---------- DEC-01    10:45     A40480AC7800
 03   OK    01      00:03'19  RCV               GROUP2 DEC-01   10:47     010220200000
 04   OK    02      00:01'07  XMT       Central Office DEC-01   10:53     840480AC7800
                                (14)
 05   OK    05/05   00:02'38  XMT  T       0466 23 1689 DEC-01  10:57     840480AC7800
 06   OK    *02     00:01'09  RCV          London B.O. DEC-01   11:04     050280AC7800
 07   407   00      00:00'46  XMT          Tokyo B.O. DEC-01    11:07     840480AC7800
  )    )     )       )         )            )           )       )         )
 32   OK    05/05   00:02'52  XMT  T        555 6949 DEC-01     12:32     840480AC7800

                                                        (12)
                                                    -UF-260 Tokyo       -

                                                                  (13)
*************** -PANASONIC- ****************************************-81 3 111234- **********
```

Sample Individual Transmission Journal

```
                                                          (1)                    (2)
********** UF-260 ***** -JOURNAL- ************** DATE 16-FEB-1989 ***** TIME 15:00 ********

 (3)  (4)   (5)     (6)       (7)          (8)          (9)     (10)      (11)
 NO.  COM   PAGES   DURATION  X/R      IDENTIFICATION   DATE    TIME      DIAGNOSTIC

 11   OK    01      00:00'54  XMT          London B.O.  DEC-01  10:44     C00480207920


       (15)
 VOICE CONTACT REQUESTED.

                                                        (12)
                                                    -UF-260 Tokyo       -

                                                                  (13)
*************** -PANASONIC- ****************************************-81 3 111234- **********
```

Journal Printout Explanation

(1)	Printout date	: Day-Month-Year
(2)	Printout time	: Hour:Minute
(3)	Communication number	: 1 ~ 32 (Does not always begin with 1 when printed out manually.)
(4)	Communication result	: "OK" indicates that the transmission was successful. "S-OK" indicates that STOP was pressed during communication, Three-digit information code (see page 101) appears when there was a problem.
(5)	Number of pages transmitted or received	The two digit number is the number of pages successfully transmitted or received. When the Total Page function is activated, two two-digit numbers will appear. The first two-digit number represents the number of pages successfully transmitted. The second two-digit number represents the total number of pages that were attempted to be transmitted. An asterisk "*" indicates that the quality of some received copies was poor.
(6)	Duration of communication	: Hours : Minutes : Seconds
(7)	Type of communication	: "XMT" means Transmission "RCV" means Reception
(8)	Remote station identification	: A name indicates station name recorded in this machine. A number indicates remote station's ID number or Telephone number. Group 2, 3 indicates that the remote station was a CCITT G2, G3 machine.
(9)	Communication date	: Day-Month
(10)	Communication start time	: Hour:Minute
(11)	Diagnostic	: For service personnel only
(12)	LOGO	
(13)	ID number	
(14)	Dialing method	: "T" indicates direct dialing or One-Touch/Abbreviated dialing with no recorded station name.
(15)	Call back message	: Appears when voice contact was requested.

Memory Transmission Journal (COMM. JOURNAL)

A Memory Transmission Journal is printed out automatically when you use Memory Transmission (Multistation Transmission).

Sample Memory Transmission Journal

```
                                                          (1)                  (2)       (3)
****** UF-260 ************* -COMM. JOURNAL- *** DATE 16-FEB-1989 *** TIME 23:20 **** P.1***

              (4)                                (5)                  (6)
   MODE = TRANSMISSION                 START = 16-FEB'23:11     END = 16-FEB 23:30

              (7)
   FILE NO. = 004
```

(8) NO.	(9) COM	(10) ABBR/NTWK	(11) STATION NAME/ TELEPHONE NO.	(12) PAGES	(13) PRG. NO.	(14) PROGRAM NAME	(15) RLY STN
01	OK	[01]/1000	London	05/05	[P1]	Europe	[01]/1000
02	OK	[02]/1001	Geneva	05/05	[P1]	Europe	[01]/1000
03	OK	[15]/1003	San Francisco	05/05	[P3]	North America	
04	INC	[16]	Vancouver	01/05	[P3]	North America	
05	OK	[27]	New York H. Q.	05/05			
06	OK		Rome	05/05			

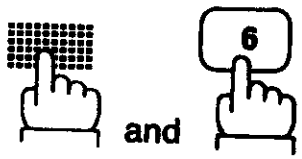
```
                                                          (16)
                                                    -UF-260 Tokyo       -

                                                                  (17)
**************** -PANASONIC- ************************************ -81 3 1111234- **********
```

Memory Transmission Journal Printout Explanation

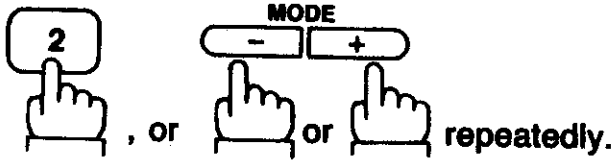
(1) Printout date : Day-Month-Year
(2) Printout time : Hour:Minute
(3) Page number
(4) Type of communication : Memory transmission
(5) Memory Transmission start date and time : Day-Month Hour : Minute
(6) Memory Transmission end date and time : Day-Month Hour : Minute
(7) File number
(8) Communication number : Up to 100 listed
(9) Communication results : "OK" indicates that the transmission was successful.
: "INC" indicates that the transmission was incomplete.
(10) Abbreviated number or One-Touch number
(11) Station name and/or telephone number recorded in the machine
(12) Number of pages transmitted or received : Two digit number indicates the number of pages successfully transmitted or received.
(13) Program number
(14) Program name recorded in the machine
(15) Relay Station's ABBR No. and Network Address
(16) LOGO
(17) ID number

One-Touch/ABBR. Dialing Number List

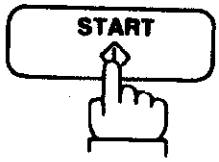
To print out a list of all the facsimile numbers you recorded under One-Touch/ABBR. Dialing numbers,

1 FUNCTION  and

```
PRINT OUT
        NO. =
```

2  , or or repeatedly.

```
ONE-TOUCH/ABBR. NOS.
```

3 

```
* PRINTING *
ONE-TOUCH/ABBR. NOS.
```

The machine starts printing out a One-Touch/ABBR. Dialing Number List.

Sample One-Touch/ABBR. Dialing Number List

```
                                                    (1)                    (2)          (3)
***** UF-260 ***** One-Touch/ABBR. NOS. ***** DATE 16-FEB-1989 ***** TIME 15:00 ******* P.1

        (4)          (5)                  (6)                              (10)
     ABBR.NO.    STATION NAME         TELEPHONE NO.                      ALT ABBR

        [01]     Yokohama B.O.        0456350804                          [30]
        [02]     Nagoya B.O.          0522627811
        [03]     New York B.O.        51669956808
        [04]     ABC CO., LTD.        421-568-8523                        [01]
        [05]     Paris Office         5687644
        [06]     Honk Kong            4210865
        [07]     XYZ gmbH             1987654                             [05]
        [08]     Tokyo B.O.           034919191
        [09]     Central Office       8765432
        [10]     AAA CORP.            2345678                             [24]
        [24]     Express Trans        8765432
        [30]     M.G.C.S.             0467856940

                      (7)
     NO. OF STATIONS = 12

                                                          (8)
                                                    -UF-260 Tokyo        -

                                                                  (9)
*************** -PANASONIC- ************************************ -81 3 1111234- ************
```

One-Touch/ABBR. Dialing Number List Explanation

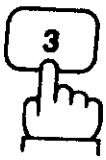
(1) Printout date : Day-Month-Year
(2) Printout time : Hour : Minute
(3) Printout page number
(4) Abbreviated number or One-Touch number
(5) Station name recorded in the machine
(6) Telephone number recorded in the machine : "–" indicates a pause.
(7) Number of recorded ABBR and One-Touch numbers
(8) LOGO
(9) ID number
(10) Alternative Abbreviated Number

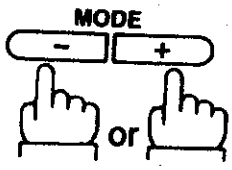
Program List

To print out a list of all the dialing patterns stored under the program keys,

1 FUNCTION and

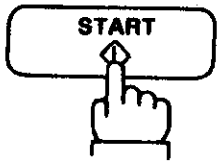

```
PRINT OUT
        NO.=
```

2 

, or 

or repeatedly.

```
PROGRAM LIST
```

3 


```
* PRINTING *
PROGRAM LIST
```

The machine starts printing out a Program List.

Sample Program List

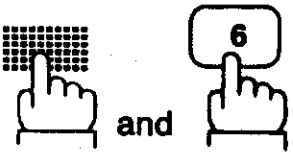
```
                                                    (1)                    (2)       (3)
********** UF-260 ***** -PROGRAM LIST- ********* DATE 16-FEB-1989 ***** TIME 15:00 **** P.1

  (4)       (5)              (6)        (7)      (8)
PROGRAM   PROGRAM NAME       TYPE       TIMER    ABBR.NOS.

  [P1]    EUROPE             XMT        23:45    [01]

  [P2]    U.S.A.             POLL       -----    [03],[04],[07],[09],[19],[24],[36],[55]

  [P3]    ASIA               ABBR/GRP   -----    [05],[10],[62],[64]

  [P4]    L.A. OFFICE        ABBR/GRP   -----    [36]

  [P8]    Singapore          XMT        22:30    [06]

                                                        (9)
                                                    -UF-260 Tokyo       -

                                                                    (10)
*************** -PANASONIC- ************************************** -81 3 1111234- **********
```

Program List Explanation

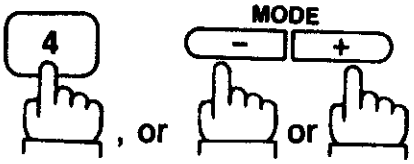
(1) Printout date : Day-Month-Year
(2) Printout time : Hour : Minute
(3) Printout page number
(4) Program key : P1 ~ P8
(5) Program name
(6) Type of communication : "XMT" indicates transmission.
"POLL" indicates polling.
"ABBR/GRP" indicates that the program key is programmed as a group key.
(7) Timer : Indicates the starting time.
"— — — — —" indicates that the program key contains "non-deferred" program.
(8) Numbers recorded in the program : One-Touch and ABBR numbers
(9) LOGO
(10) ID number

Fax Parameter List

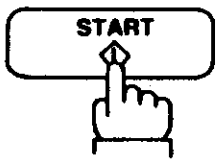
To print out a list of the Fax Parameters (see pages 29 and 30).

1 FUNCTION  and

```
PRINT OUT
        NO. =
```

2  , or or repeatedly.

```
FAX PARAMETER LIST
```

3 

```
* PRINTING *
FAX PARAMETER LIST
```

The machine starts printing out a Fax Parameter List.

Sample Fax Parameter List

```
********** UF-260 ******** -FAX PARAMETERS- ******** DATE 16-FEB-1989 ***** TIME 15:00 ****
```

(3) PARAMETER NUMBER	(4) CURRENT SETTING	(5) STANDARD SETTING
01	1	1
02	1	1
03	1	1
04	1	1
05	1	1
06	1	1
07	2	2
08	1	1
09	1	1
10	-	-
11	1	1
12	1	1
13	-	-
14	-	-
15	2	2
16	-	-
17	2	2
18	1	1
19	1	1
20	2	1
21	1	1
22	2	1
23	-	-
24	-	-

```
                                        (6)
                                    -UF-260 Tokyo       -

                                                        (7)
*************** -PANASONIC- ************************************ -81 3 1111234- **********
```

Fax Parameter List Explanation

(1) Printout date : Day-Month-Year
(2) Printout time : Hour : Minute
(3) Parameter number
(4) Current setting
(5) Standard setting
(see pages 29 and 30)
(6) LOGO
(7) ID number

Power Failure Report

If a power failure occurs, the document information stored in the machine's memory will be lost. In this case the Power Failure Report will be printed out automatically after the Power is turned ON again. The report is not printed out when there are no documents stored in the memory.

Sample Power Failure Report

```
                                                        (1)                (2)
******* UF-260 ********** -PWR FAILURE REP.- ***** DATE 16-FEB-1989 ***** TIME 14:19 *****

        POWER FAILURE OCCURED

                      (3)
        FROM *** 16-FEB-1989 13:45 ***

                      (4)
         TO *** 16-FEB-1989 14:19 ***

                                                              (5)
                                                    -UF-260 Tokyo       -

*************** -PANASONIC- ************************************** -81 3 1111234- **********
```

Power Failure Report Explanation

(1) Printout date : Day-Month-Year
(2) Printout time : Hour : Minute
(3) Power failure date and time : Day-Month-Year Hour : Minute
(4) Power return date and time : Day-Month-Year Hour : Minute
(5) LOGO
(6) ID number

12 PROBLEM SOLVING AND DAILY CARE

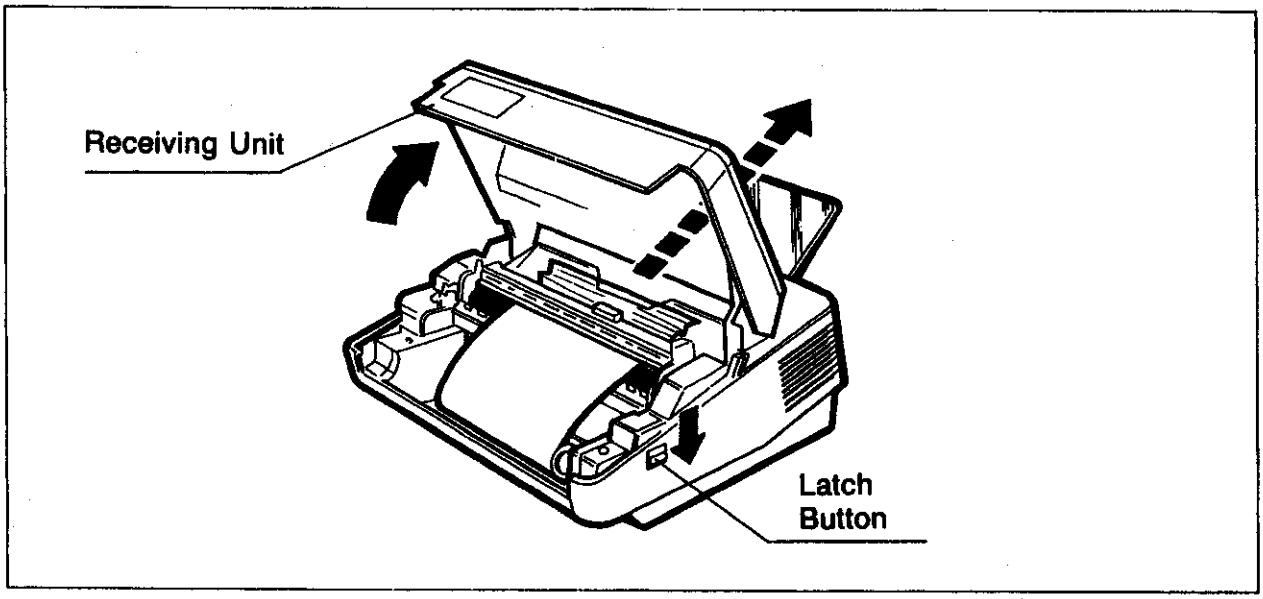
Information Code

When something unusual occurs, the display may show one of the information codes below. These will help you fix the problem.

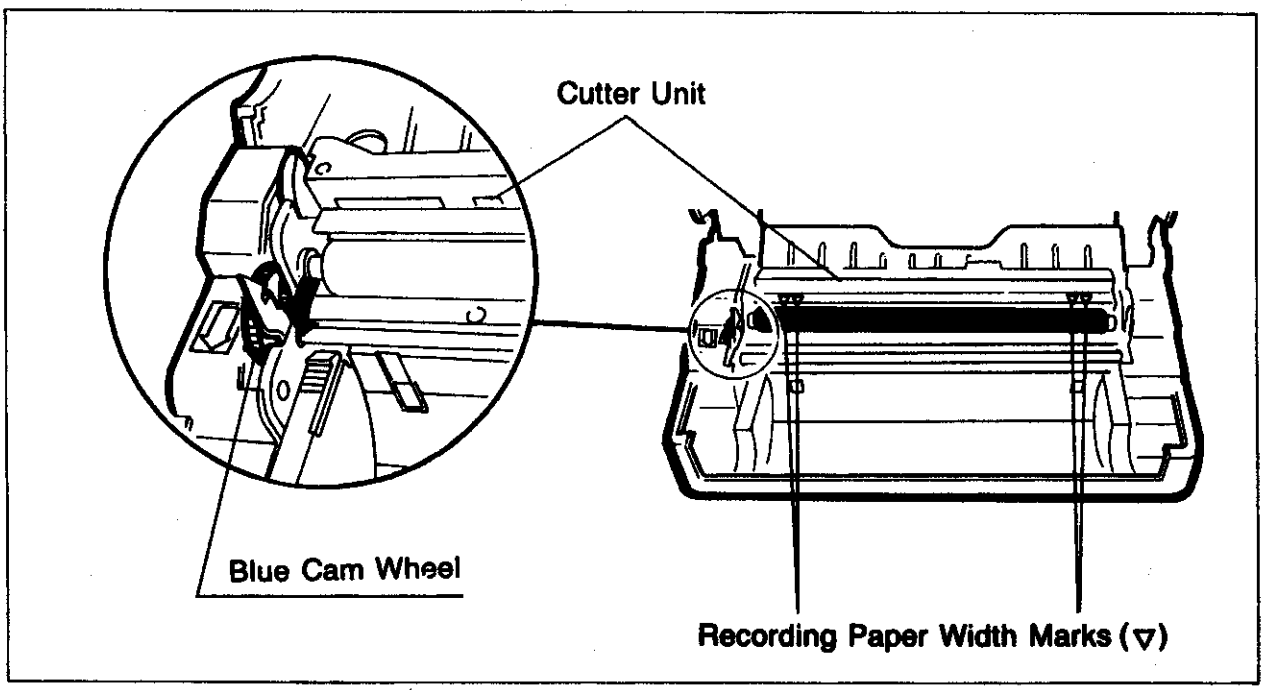
Information code	Meaning	Response
001 002 004	Recording paper jam.	Remove jammed paper. (See page 102)
010	No recording paper.	See page 103.
030	Document is not set properly.	Reset the document correctly.
031	Document is jammed or document length exceeds one meter.	Open the transmitting guide unit and remove the document. Then reset the document (see page 104).
060	Receiver Cover Unit and Bottom Board Unit opened during communication.	Close the Receiver Cover Unit and Bottom Board Unit.
400 to 599	Communication trouble due to: • varying telephone line conditions • fax machine incompatibility • problem at other party.	• Reset the document and try again. • Check the other party.
621	Unable to dial and poll because of no recording paper.	See page 103.
623	No document was on the ADF when transmission started after automatic dialing operation.	Place documents face down on the ADF.
630 633	Redialing was not successful because of a busy line or no response.	Redial manually.
638	Power failure occurred.	Try the same operation again.
870	Memory overflow.	When substitute reception, reload recording paper.

Clearing a Recording Paper Jam

If the recording paper becomes jammed in the machine, the display will show the information code 001 or 002. To clear the jam, open the Receiving Unit and remove the jammed recording paper as shown in the figure below. Then reset the recording paper following the loading procedure on page 103.



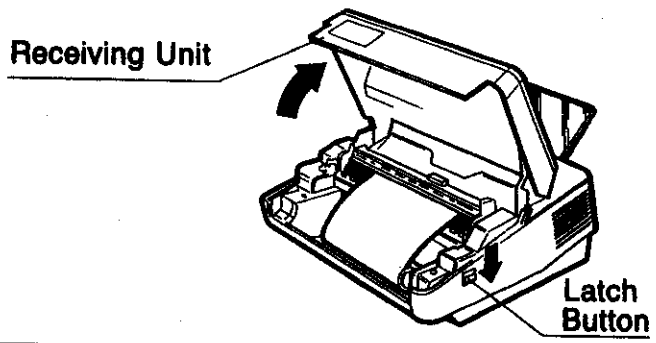
If you cannot remove the jammed recording paper smoothly, turn the Blue Cam Wheel in the arrow direction until it stops. Then remove the paper as shown the figure below.



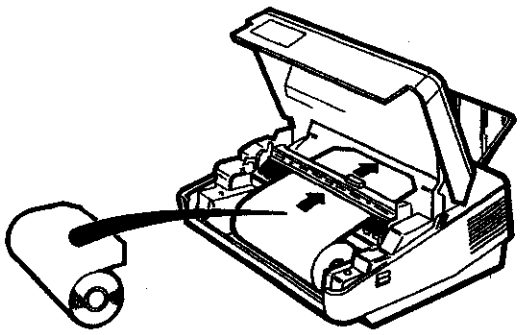
Reloading a Recording Paper

Your facsimile machine uses a roll of special recording paper, you can easily load paper yourself by following the steps below.

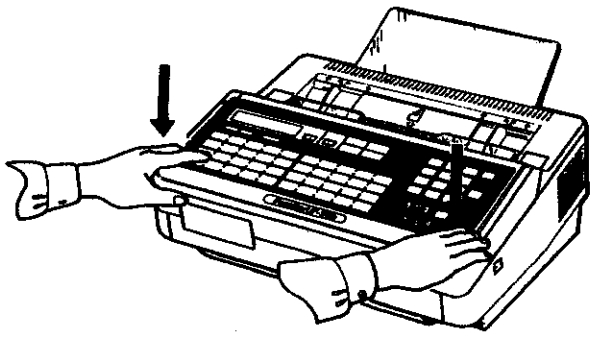
1. Open the Receiving Unit (Control Panel) by depressing the latch button.



2. If there is the used roll inside, lift it out and set a new roll in its place. Be sure the direction of the roll is as shown below. Draw out a few length of recording paper between the guide plates of the cutter section until it projects outside the unit.



3. Close the receiving unit carefully by pressing both ends gently until you hear the cover lock into position.



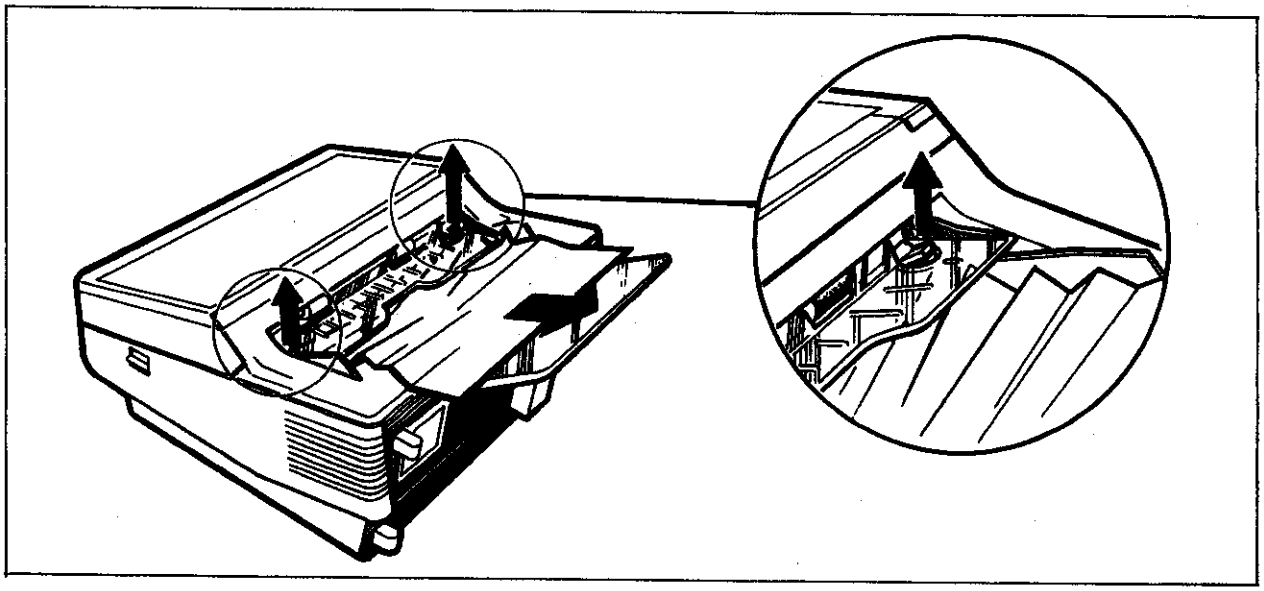
The recording paper projecting from the unit will be cut automatically. Remove this cut paper.

Clearing a Document Jam

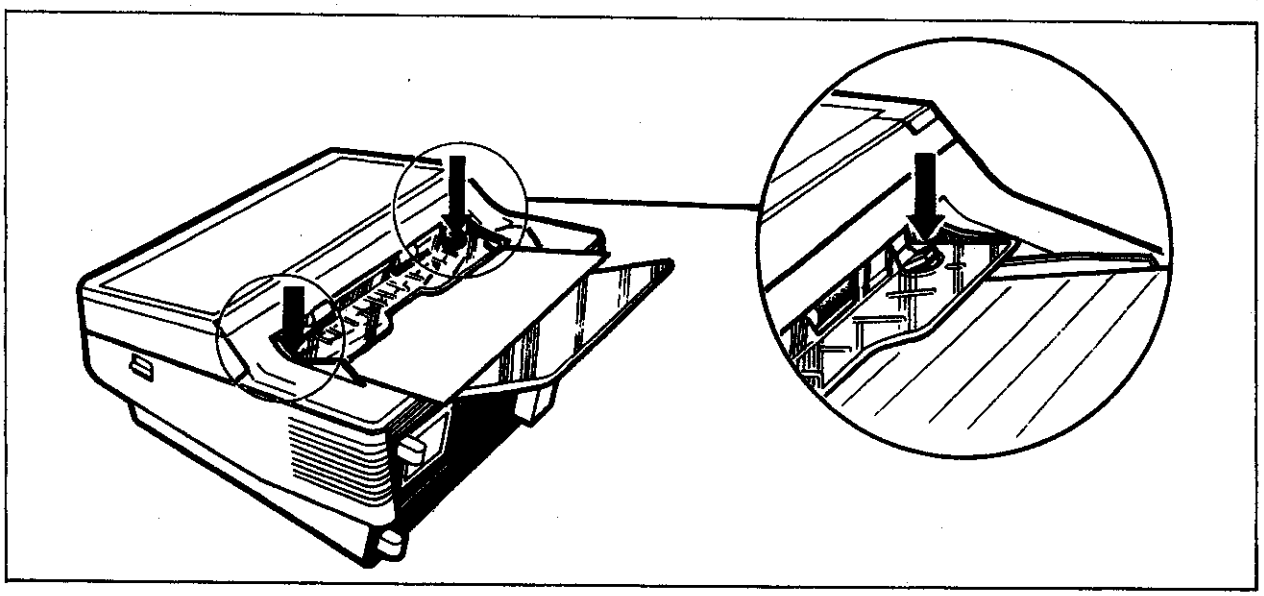
If a document becomes jammed in the machine, the display will show "DOCUMENT JAM" and the information code 031.

To clear the jam, follow the procedure below.

1. When you can still grab hold of the jammed paper,
   (a) Open the Transmitting Guide Unit, and remove the jammed paper.

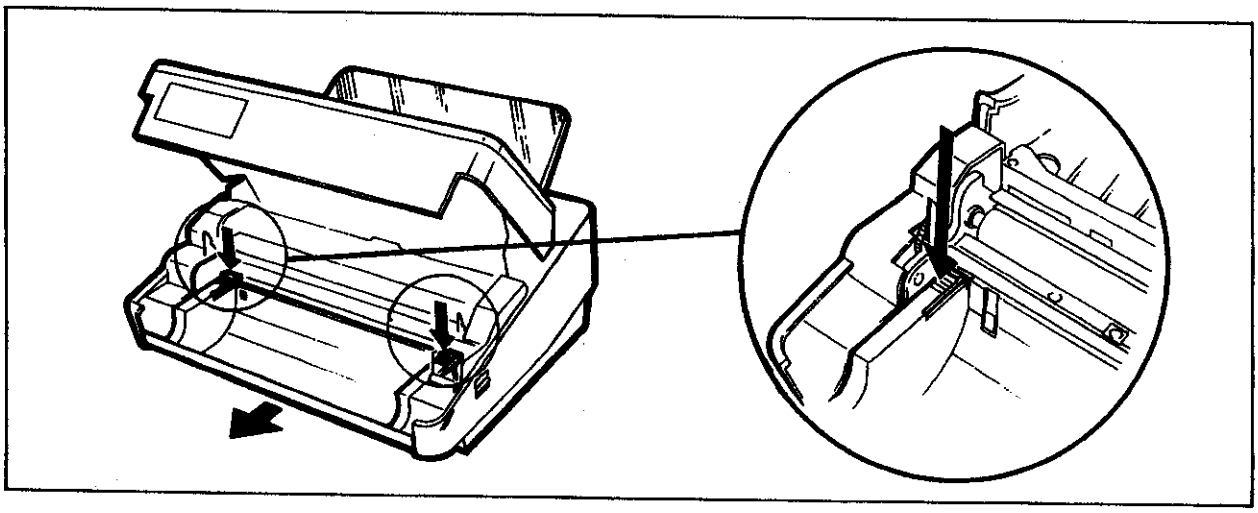


   (b) Relock the Transmitting Guide Unit by pressing down gently.

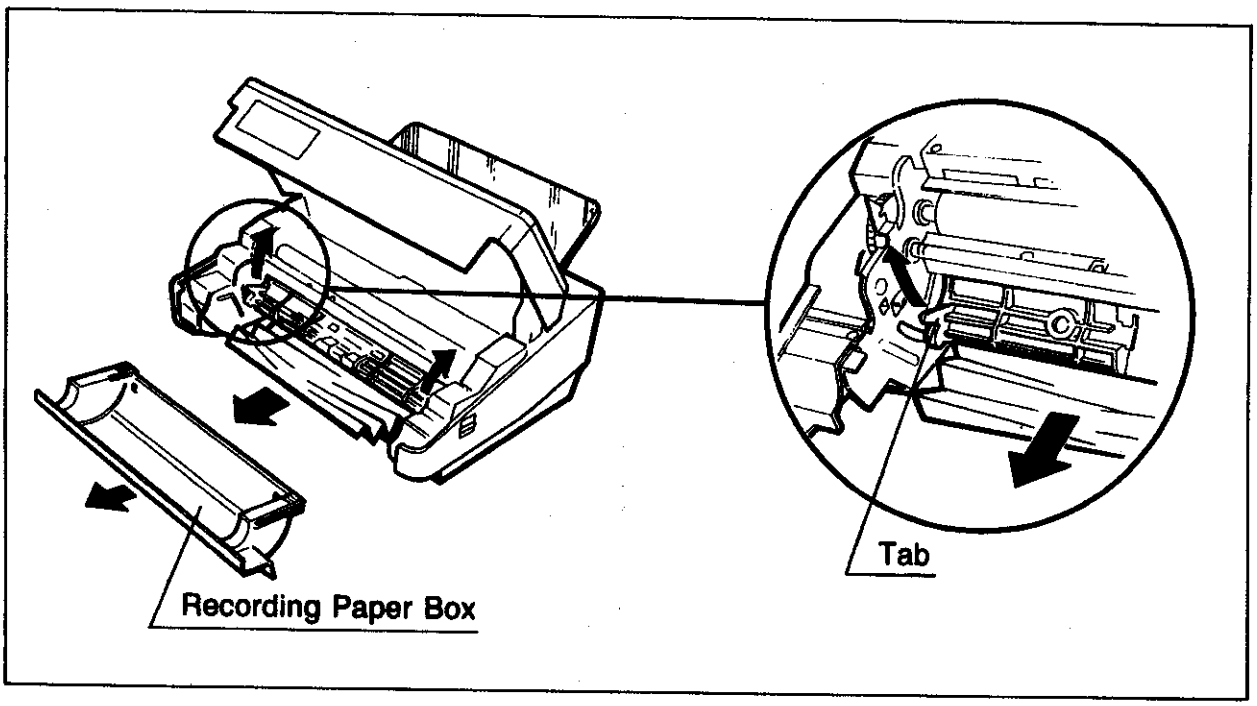


2. When you cannot grab hold of the jammed paper,

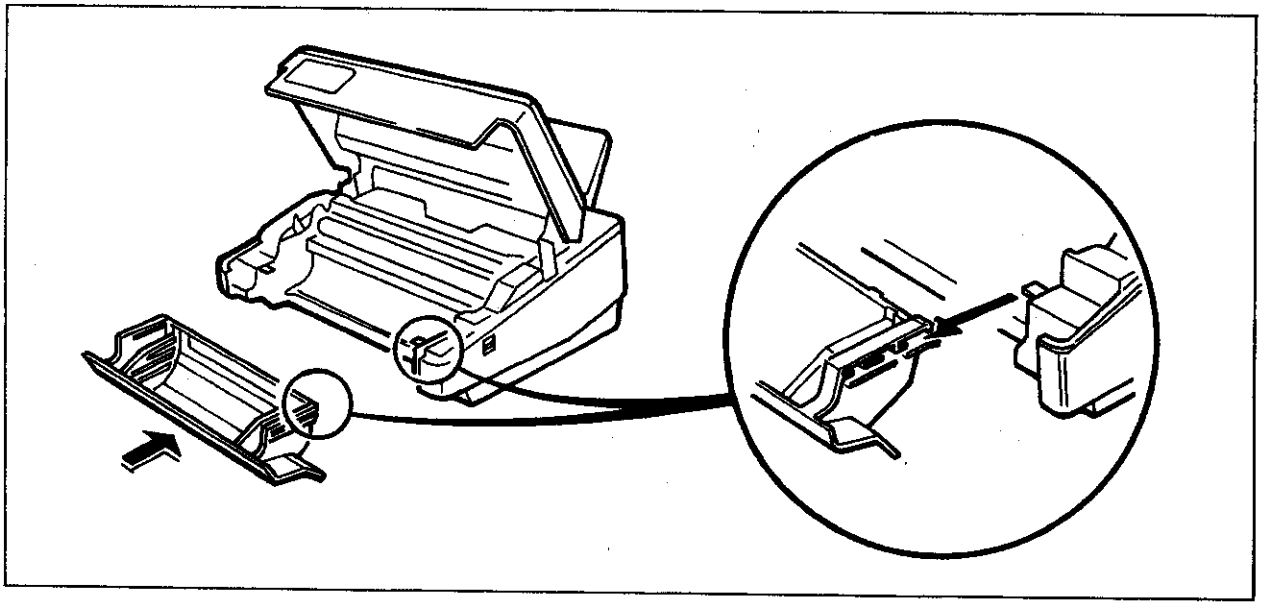
(a) Open the Receiving Unit.
Remove the Recording Paper Box by pressing the latches located on both sides of the Recording Paper Box.



(b) Remove the jammed paper by lifting two tabs located on both sides of the Transmitting Guide Unit. (Lower side)



(c) Relock the Transmitting Guide Unit and Recording Paper Box, and set the recording paper. Then gently close the Receiving Unit with both hands.



NOTE

If top side Transmitting Guide is open at step 1, lower side will not open.

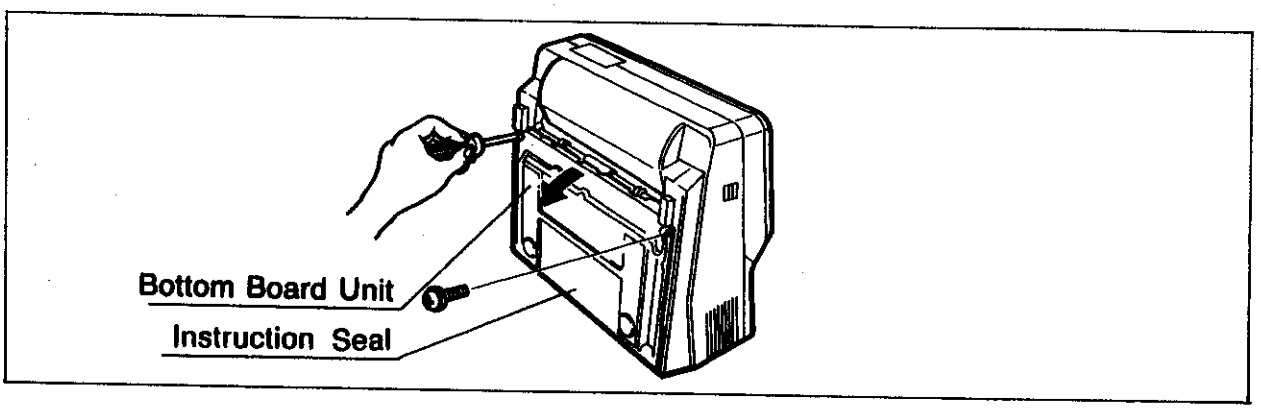
Cleaning or Replacing the Fluorescent Lamp

If the receiving party reports that the received documents were black, or contained black bands, try making a copy on your unit. If the copy is black or has black bands, the fluorescent lamp is probably dirty or defective and must be cleaned or replaced.

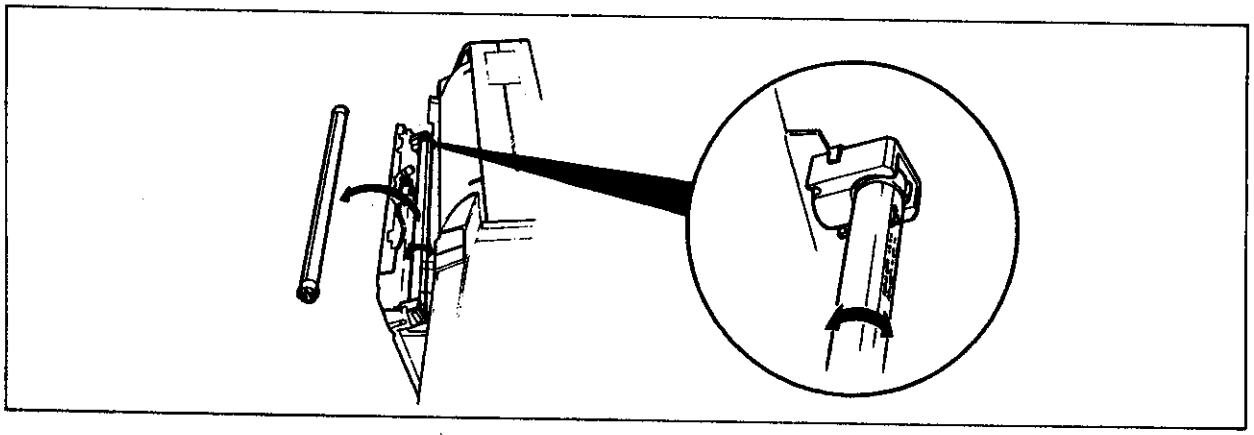
WARNING:

The fluorescent lamp is too hot to touch just after being turned off. Before replacing the lamp, wait 5 minutes or more after turning the power switch OFF.

1. Make sure the battery switch is ON, then turn the power OFF (○). Unplug the power cord. Remove the ADF tray and handset. Stand the machine up and remove the Bottom Board Unit screws.



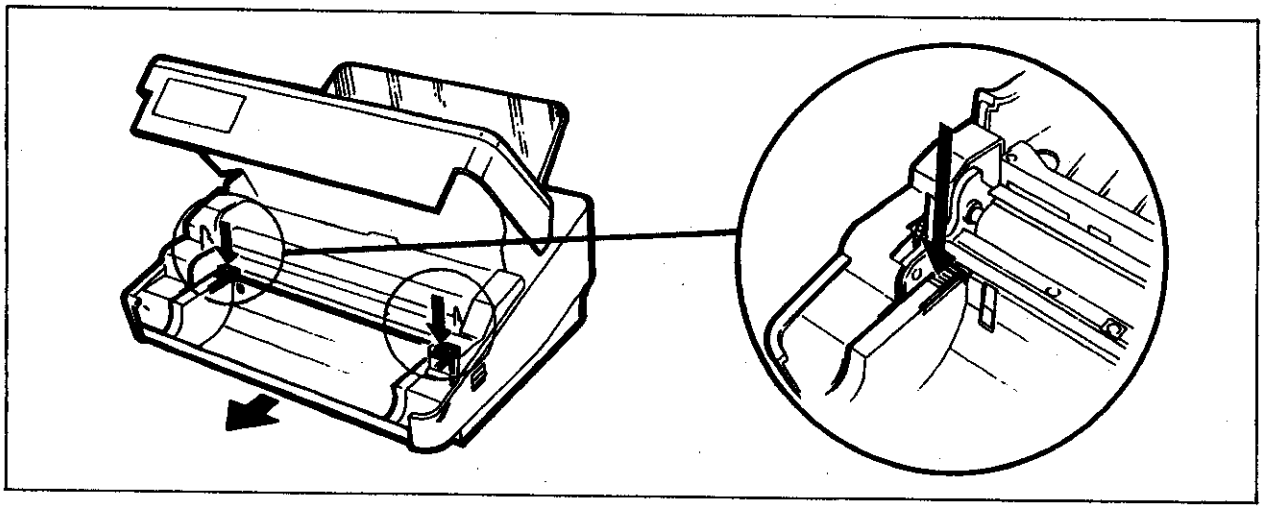
2. Open the Bottom Board Unit towards you. Rotate the fluorescent lamp and remove it from the unit. When inserting a cleaned or new fluorescent lamp, make sure that the transparent part faces you and the manufacturer's mark (▲) is at the left hand corner. Close the Bottom Board Unit and replace the screws. Return the machine to its original position and reset the ADF tray and handset. Plug the power cord then turn the power ON (▯).



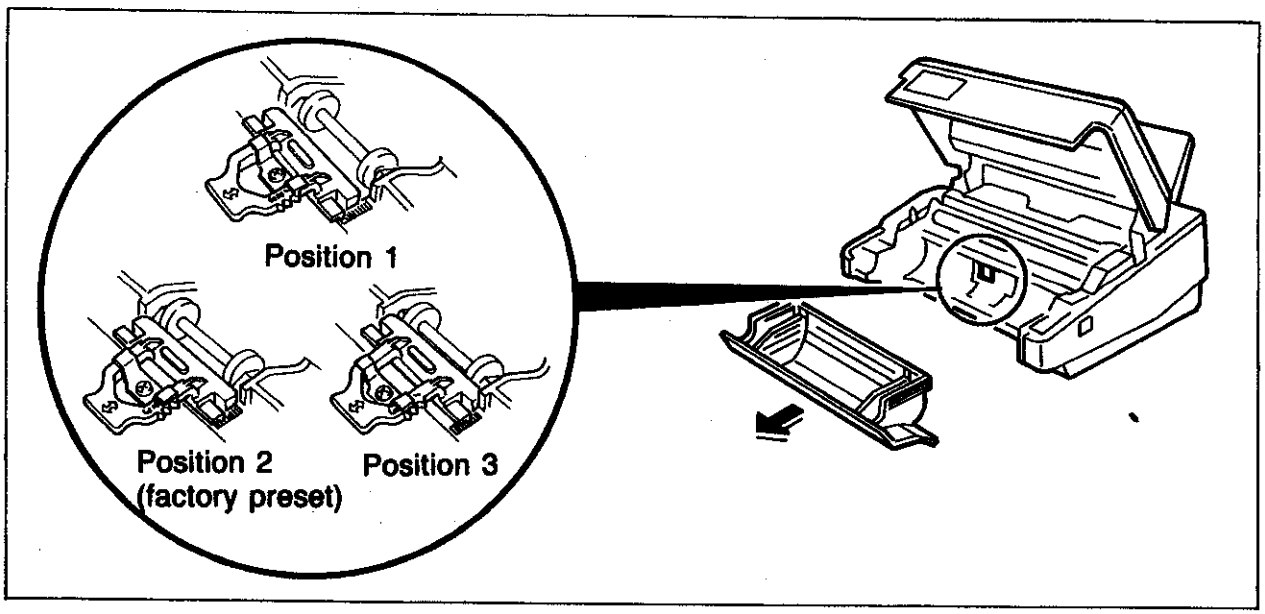
Adjusting the Automatic Document Feeder (ADF)

If misfeeding of document happens frequently, we suggest you adjust the ADF following the procedure below.

1. Open the Receiving Unit by depressing the latch button.



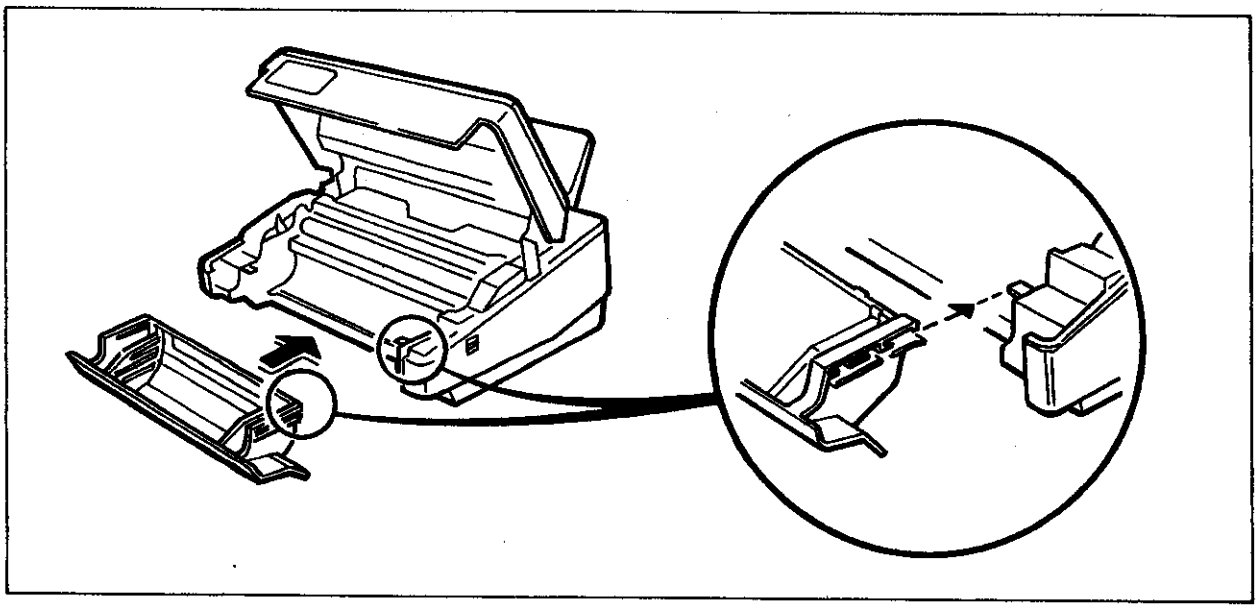
2. Remove the Recording Paper Box by pressing the latches located on both sides of the Recording Paper Box.



3. Adjust the Pressure Plate.

Position 3	To prevent multiple feed trouble
Position 2	Standard Position
Position 1	To prevent non-feed trouble

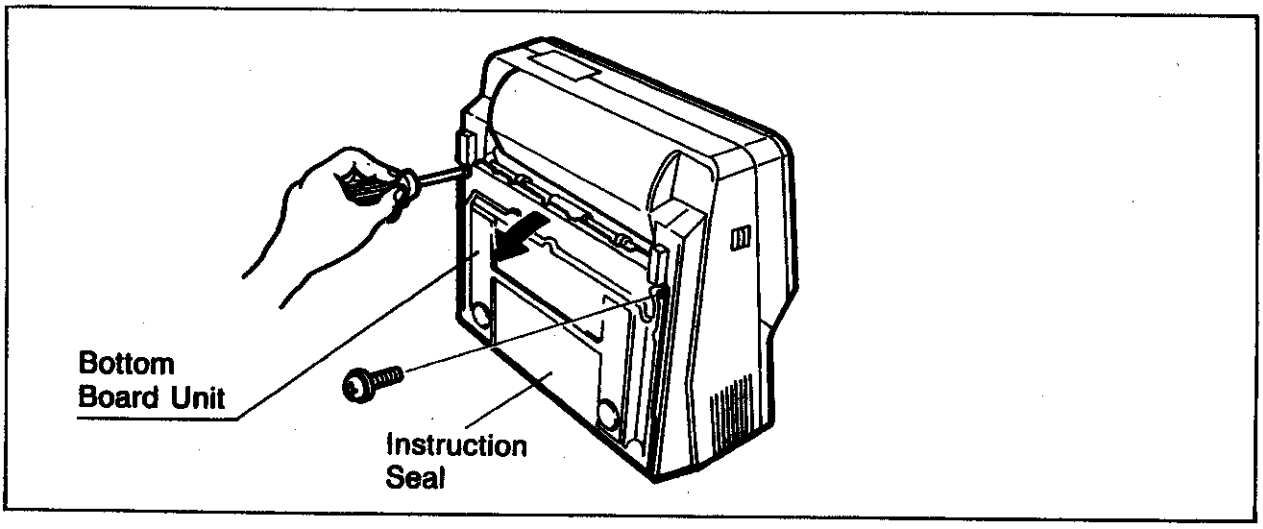
4. Reinstall the Recording Paper Box and set the recording paper. Then gently close the Receiving Unit with both hands.



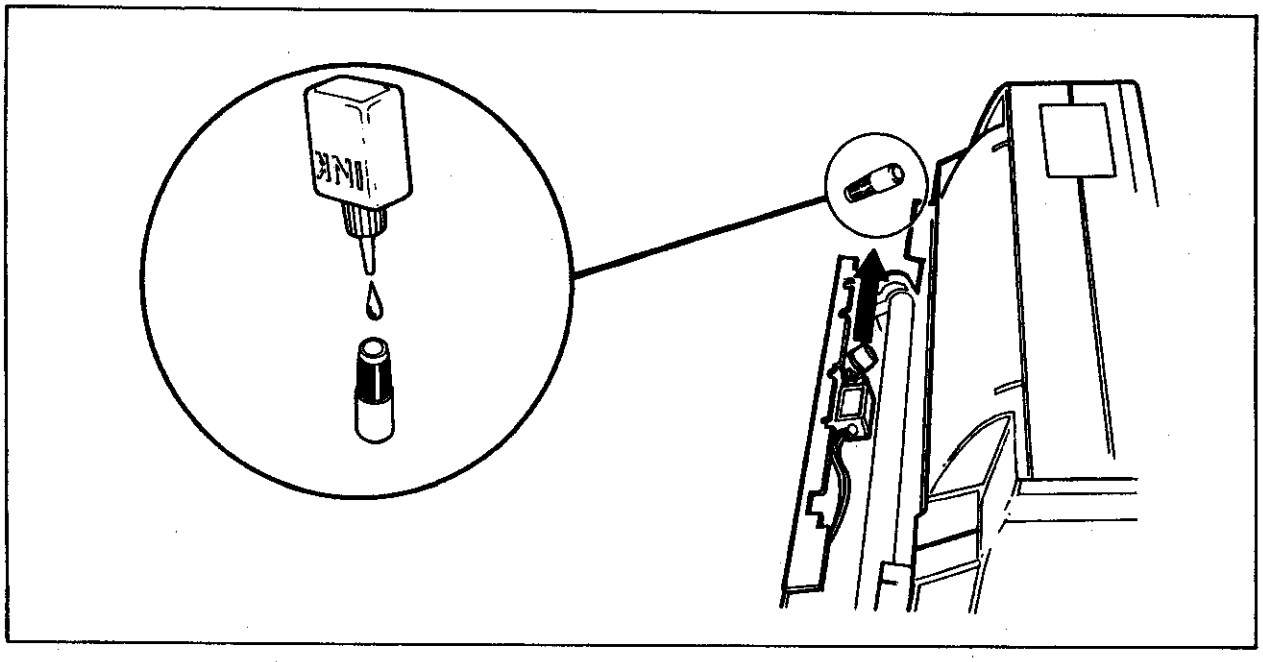
Refilling or Replacing the Verification Stamp

The verification stamp contains ink. When the stamp appears faded or hard to read, the stamp should be refilled with ink or replaced.

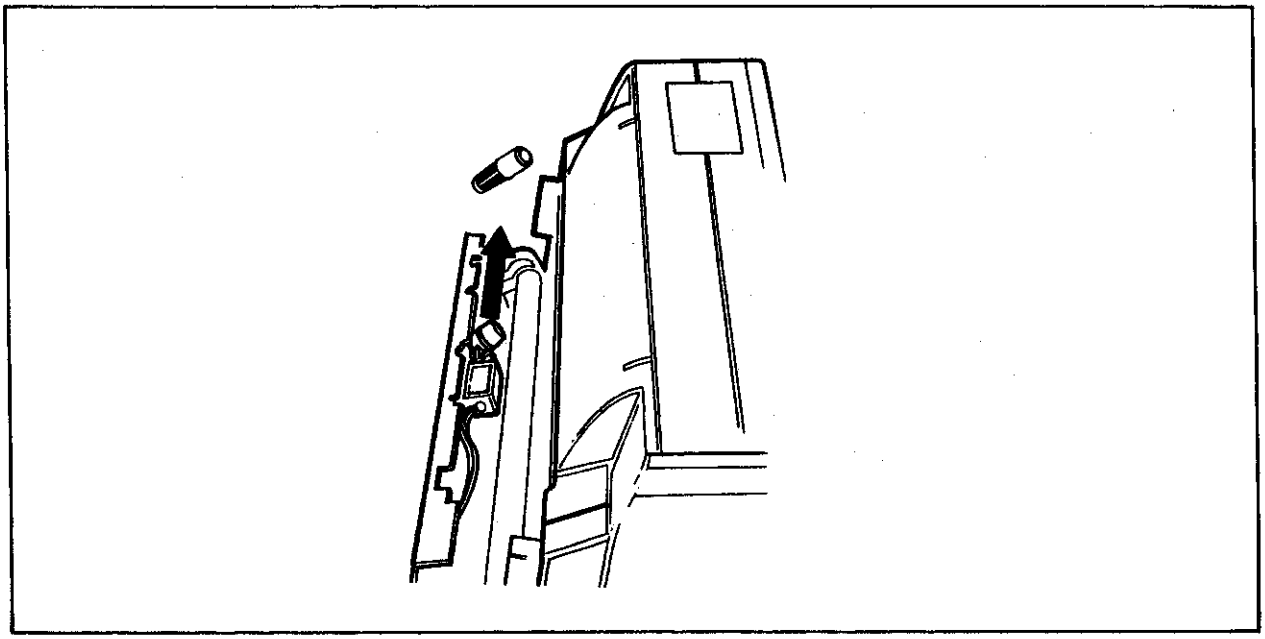
1. Make sure the battery switch is ON. Then turn the power OFF (○). Remove the ADF tray and the handset. Stand the machine up. Remove the Bottom Board Unit Screws and open the Bottom Board Unit towards you.



2. (a) To refill the stamp with ink, remove the Verification Stamp Unit, and refill the stamp by placing a few drops of specified ink into it. Give the ink a few hours to spread. Make sure that ink does not spill from the stamp when it is turned over. Then reset the stamp unit.



(b) To replace the stamp, remove the Verification Stamp Unit, and replace the stamp with a new one.



3. After the stamp unit has been refilled or replaced, close the Bottom Board Unit and replace the screws. Plug the power cord, then turn the power ON (I).

NOTE

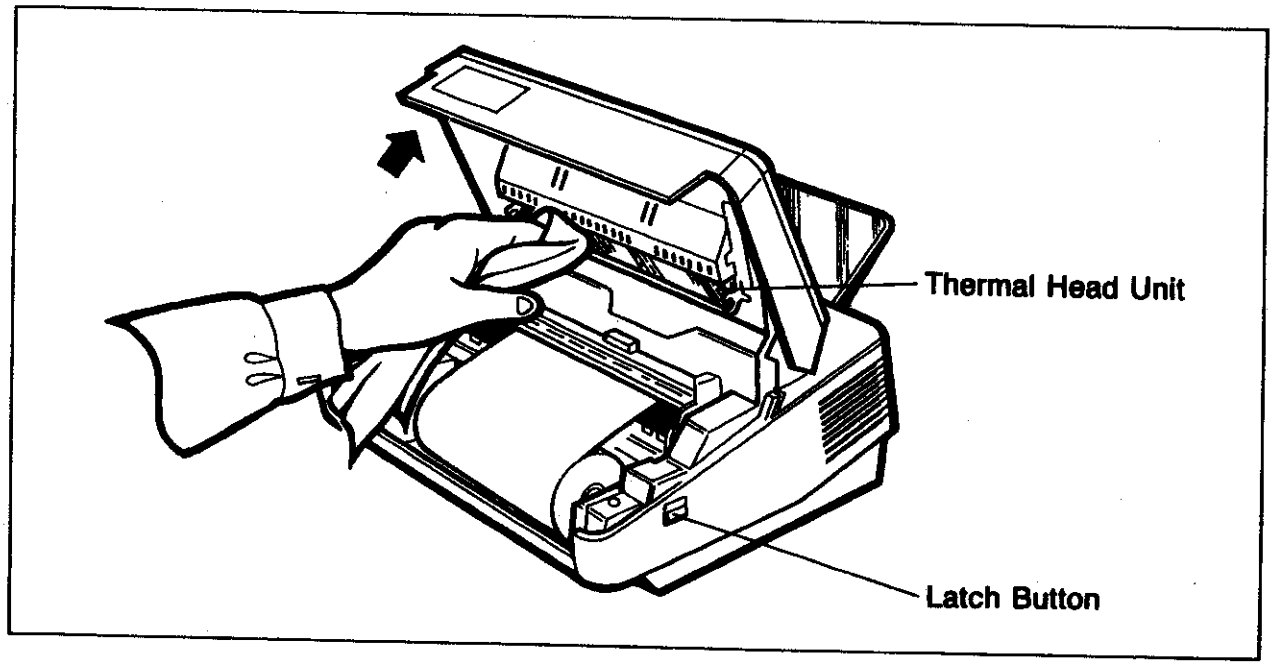
When the stamp unit is set as above, the stamp will appear on the front side of each page. If you want the stamp to appear on the back side of each page, ask your service personnel to change the stamp unit.

Cleaning the Thermal Recording Head

The thermal head in your machine needs to be cleaned periodically to ensure clear facsimile reproduction.

To clean the thermal head,

1. Open the Receiving Unit by depressing the latch button on the right side panel.



2. Wipe the surface of the thermal head unit gently with a soft cloth or gauze soaked with ethyl alcohol. Be sure to use a clean cloth since the thermal head can be easily scratched.

13 APPENDIX

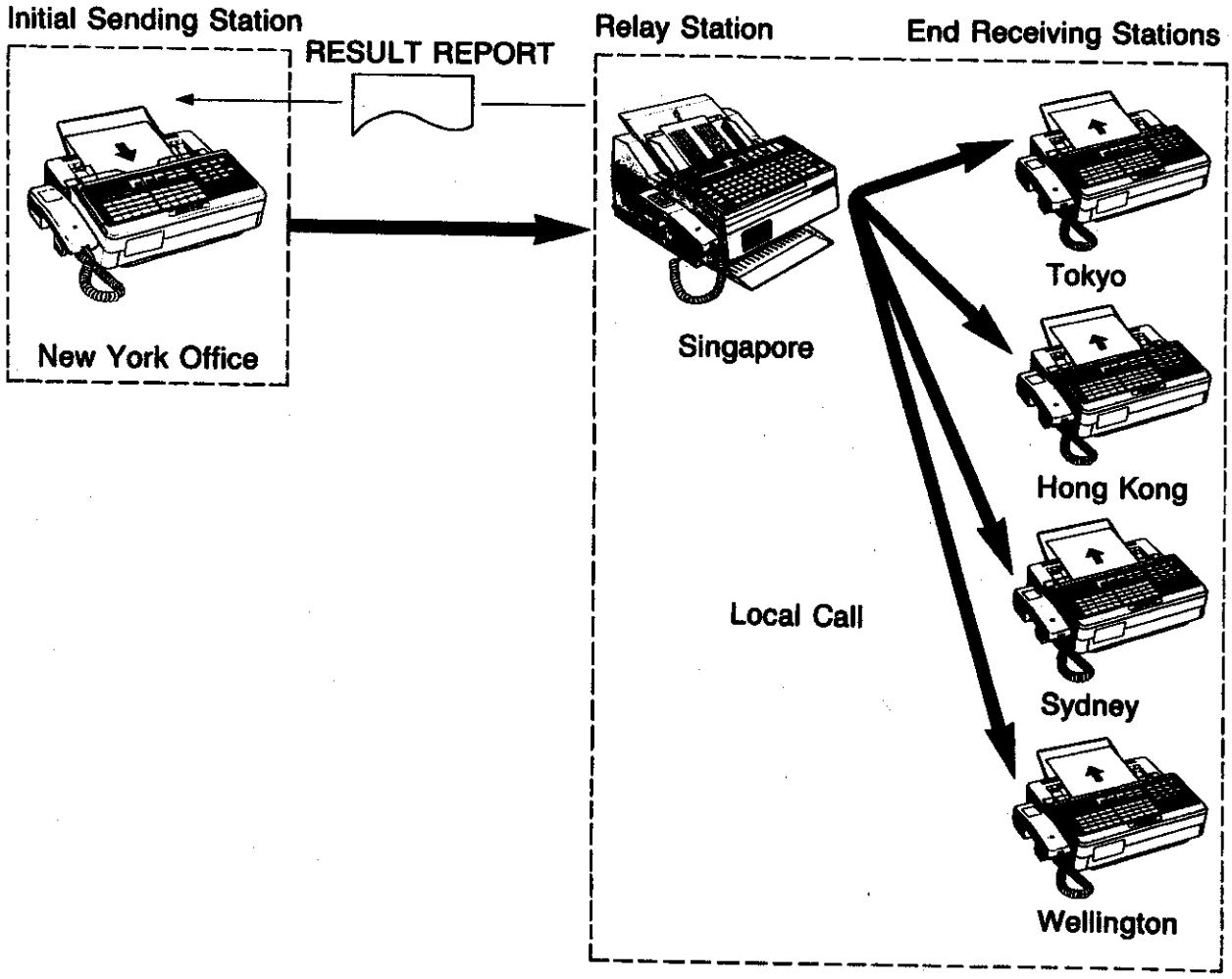
a. RELAYED (MULTI-STATION) TRANSMISSION

General Description

Relayed Transmission is a feature which can save you time and transmission costs if you need to send the same document to several facsimile stations at the same time. This is especially true if the transmissions are long distance.

To use Relayed Transmission, you must be part of a "Relay Network" built around a "Relay Station." That is, when you send a document by Relayed Transmission, you actually send it to a Relay Station together with instructions to relay it to one or more end receiving station(s). The Relay Station first receives the document in its memory and then relays it to the end receiving station(s).

Example:



NOTE

The number of end receiving stations that can be reached by a Relay Transmission is limited by the memory capacity of the initial sending machine; i.e., your machine cannot make a Relay Transmission to more than 100 end receiving stations. This is enough, however, to allow more than one Relay Network to be set up.

UF-260 Compatibility with Other Machines

Table 1 shows the kinds of facsimile machines which can make up a Relay Network used for Relayed Transmission. Note that the UF-260 can serve as an Initial Sending Station or End Receiving Station.

Table 1 Relay Network Compatibility Requirements

Station	Compatible Model	Special Settings
Initial Sending Station	UF-140 UF-150 UF-250 UF-260 UF-620 UF-640	Required. Please refer to the individual User's Guides of each machine.
Relay Station	UF-620 UF-640	
End Receiving Station	CCITT G3/G2 compatible machines	Not required.

Relay Network

A Relay Network is basically a group of facsimiles programmed to communicate with each other via a Relay Station. In this case, the word programmed means that certain numbers have been stored in the memory of each machine. These numbers, also called parameters, are needed to identify the machines in the network.

Since the UF-260 can only serve as an Initial Sending Station or End Receiving Station in a Relay Network, it is assumed that you will not have to establish the network yourself. All you have to do is follow the setting up procedure described here, and certain instructions provided by the network organizer (usually the person controlling the Relay Station). You should know, however, what kind of network you are going to connect to, and how it works. Two sample networks are shown in Figures 1 and 2.

Figure 1 shows a sample network as seen from New York. London and Singapore are Relay Stations connected to New York. Viewed from New York, Stockholm, Geneva, Rome, Tokyo, Hong Kong, Sydney, and Wellington are End Receiving Stations. (Note: Sample network A is merely an example and does not imply that all of the countries shown can be connected in this kind of network.)

With this simple network using two Relay Stations, you can send a document with one operation to any combination of stations in the network via the London Relay Station and/or Singapore Relay Station. If New York only transmits to one station, for example, then the document will go directly to the station or indirectly via the Relay Station depending on the One Station XMT parameter you preset.

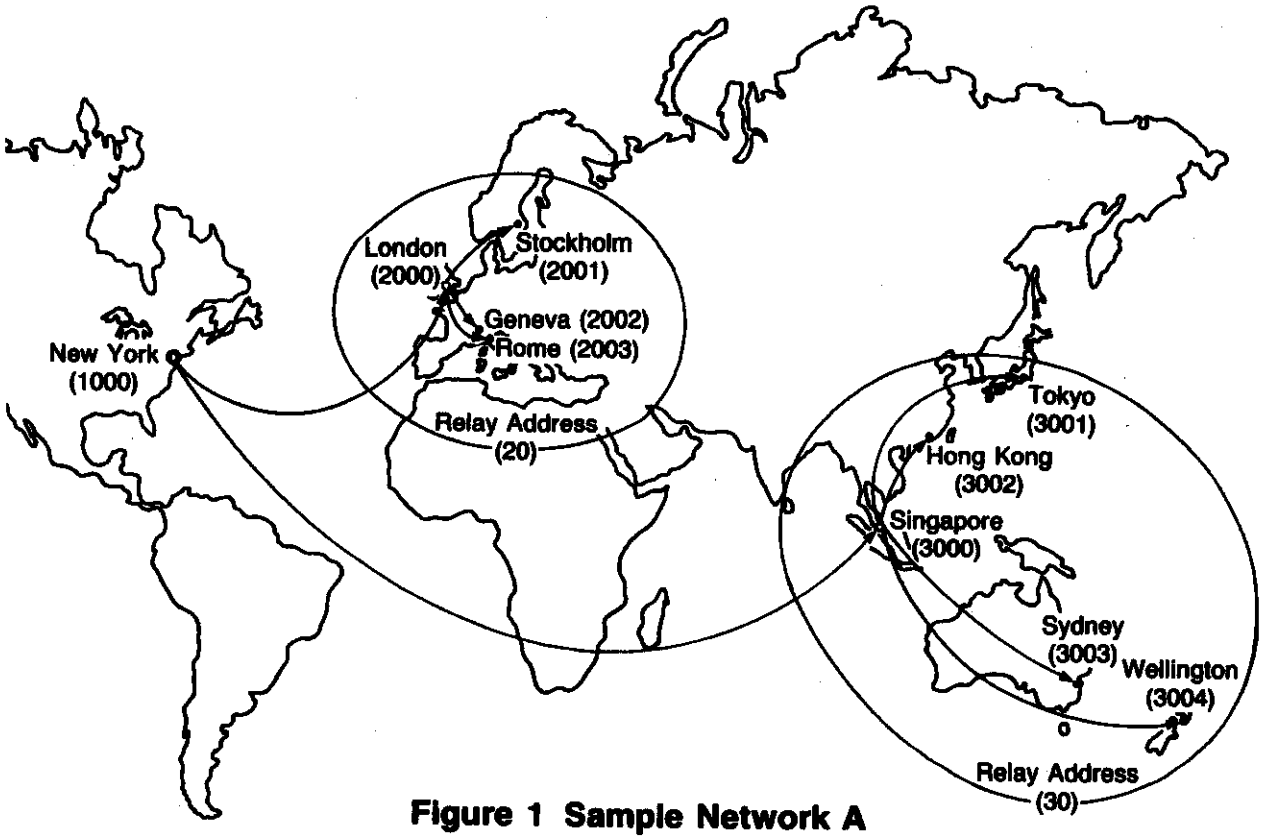


Figure 1 Sample Network A

Tables 2, 3 and 4 are sample Parameter Tables for Network A.

Table 2 Sample Parameter Table for New York

One-Touch/ ABBR No.	Station Name	Telephone Number	Relay Address	Relay Station YES/NO	Network Address	One Station XMT
	New York	212 111 1234	—	—	1000	
01	London	011 44 1 1111234	20	YES	2000	Direct
02	Stockholm	011 46 8 1111234	20	NO	2001	Direct
03	Geneva	011 41 22 1111234	20	NO	2002	Direct
04	Rome	011 39 6 1111234	20	NO	2003	Direct
05	Singapore	011 65 1111234	30	YES	3000	Direct
06	Tokyo	011 81 3 1111234	30	NO	3001	Relay
07	Hong Kong	011 852 5 1111234	30	NO	3002	Relay
08	Sydney	011 61 2 1111234	30	NO	3003	Relay
09	Wellington	011 64 4 1111234	30	NO	3004	Relay

Table 3 Sample Parameter Table for London

One-Touch/ ABBR No.	Station Name	Telephone Number	Relay Address	Relay Station YES/NO	Network Address
	London	1 111 1234	20	—	2000
01	Stockholm	010 46 8 1111234	20	NO	2001
02	Geneva	010 41 22 1111234	20	NO	2002
03	Rome	010 39 6 1111234	20	NO	2003
04	New York	010 1 212 1111234	—	—	1000

Table 4 Sample Parameter Table for Singapore

One-Touch/ ABBR No.	Station Name	Telephone Number	Relay Address	Relay Station YES/NO	Network Address
	Singapore	1111234	30	—	3000
01	Tokyo	005 81 3 1111234	30	NO	3001
02	Hong Kong	005 852 5 1111234	30	NO	3002
03	Sydney	005 61 2 1111234	30	NO	3003
04	Wellington	005 64 4 1111234	30	NO	3004
05	New York	005 1 212 1111234	—	—	1000

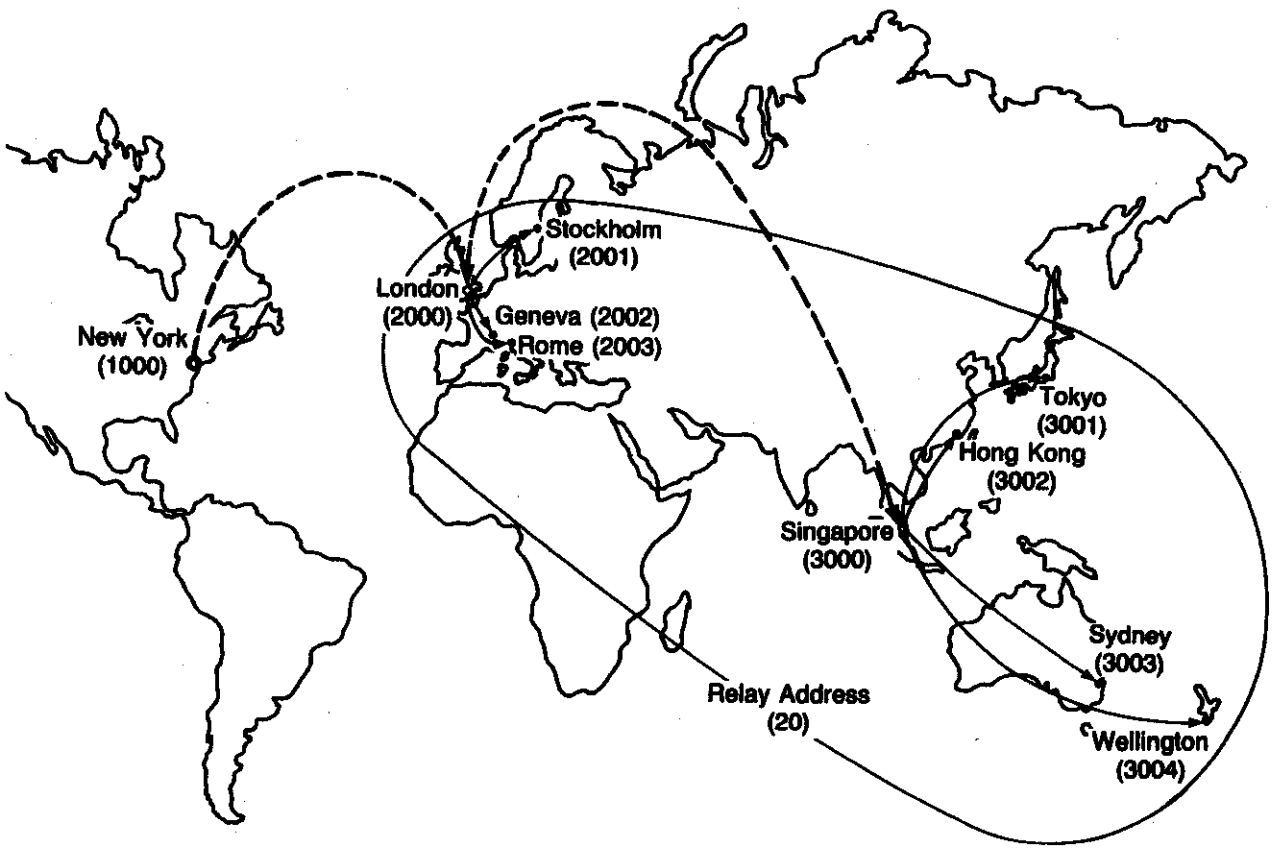


Figure 2 Sample Network B

Figure 2 shows Sample Network B as seen from New York. London and Singapore are both Relay Stations which are connected with New York in series. Viewed from New York, the Singapore Relay Station is an End Receiving Station like the other stations. This is a more complex network configuration using two Relay Stations in which you may still send a document with one operation to any combination of stations via the main Relay Station in London. (Note: Sample network B is merely an example and does not imply that all of the countries shown can be connected in this kind of network.)

However, in this case the End Receiving Stations, Tokyo, Hong Kong, Sydney and Wellington will be served via the Singapore Relay Station. It should be noted that the two Relay Stations will only be used when the Initial Sending Station in New York specifies more than one End Receiving Station off the second Relay Station. If only one End Receiving Station is specified, then this will automatically be included in the broadcast via the first Relay Station. More than one Relay Network may be configured within these constraints.

Tables 5, 6 and 7 are sample Parameter Tables for Network B.

Table 5 Sample Parameter Table for New York

One-Touch/ ABBR No.	Station Name	Telephone Number	Relay Address	Relay Station YES/NO	Network Address	One Station XMT
	New York	212 1111234	—	—	1000	
01	London	011 44 1 1111234	20	YES	2000	Direct
02	Stockholm	011 46 8 1111234	20	NO	2001	Direct
03	Geneva	011 41 22 1111234	20	NO	2002	Direct
04	Rome	011 39 6 1111234	20	NO	2003	Direct
05	Singapore	011 65 1111234	20	NO	3000	Direct
06	Tokyo	011 81 3 1111234	20	NO	3001	Relay
07	Hong Kong	011 852 5 1111234	20	NO	3002	Relay
08	Sydney	011 61 2 1111234	20	NO	3003	Relay
09	Wellington	011 64 4 1111234	20	NO	3004	Relay

Table 6 Sample Parameter Table for London

One-Touch/ ABBR No.	Station Name	Telephone Number	Relay Address	Relay Station YES/NO	Network Address
	London	1 111 1234	20	—	2000
01	Stockholm	010 46 8 1111234	20	NO	2001
02	Geneva	010 41 22 1111234	20	NO	2002
03	Rome	010 39 6 1111234	20	NO	2003
04	Singapore	010 65 1111234	20	YES	3000
05	Tokyo	010 81 3 1111234	30	NO	3001
06	Hong Kong	010 852 5 1111234	30	NO	3002
07	Sydney	010 61 2 1111234	30	NO	3003
08	Wellington	010 64 4 1111234	30	NO	3004
09	New York	010 1 516 1111234	—	—	1000

Table 7 Sample Parameter Table for Singapore

One-Touch/ ABBR No.	Station Name	Telephone Number	Relay Address	Relay Station YES/NO	Network Address
	Singapore	1111234	30	—	3000
01	Tokyo	005 81 3 1111234	30	NO	3001
02	Hong Kong	005 852 5 1111234	30	NO	3002
03	Sydney	005 61 2 1111234	30	NO	3003
04	Wellington	005 64 4 1111234	30	NO	3004
05	New York	005 1 212 1111234	—	—	1000

Setting Up Your Machine for Relayed Transmission

To set up your machine for Relayed Transmission, use the procedures on the following pages to set the eight parameters listed below. Some parameters (e.g., Relayed XMT Fax Parameter) are only set once, but others must be set separately for each station in the Relay Network.

1. Relayed XMT Fax Parameter:
This switches the Relayed XMT function ON or OFF.

2. Own Telephone Number:
The full telephone number should be entered.

3. Network Address:
End Receiving station telephone numbers set in an Initial Sending station may be different from the numbers set in a Relay Station. To send a fax to an End Receiving station via a Relay Station each station in the network must be identified with a certain code which does not vary depending on where you call from. The code is the Network Address, which consists of a four-digit number and is assigned to a One-Touch/ABBR number.

4. Network Password:
A four-digit number which prevents unauthorized (outside) stations from accessing the Relay Station and using its memory. Every station in the network should set the same Network Password.

5. One-Touch/ABBR Numbers:
The One-Touch or ABBR number you set must represent the fax number of a particular station in the network as seen from your station.

6. Relay Station Parameter (Yes/No):
Set "Yes" if the particular station you are recording is a Relay Station. If you are connected to more than one Relay Station in series, set "YES" only for the first Relay Station.

7. Relay Address:
A two-digit number which identifies the Relay Station your machine will use. Your machine may be connected to more than one Relay Station in parallel, but when you use Relayed XMT your machine will only send documents to the Relay Station identified by the Relay Address.

8. One Station XMT (Relay/Direct) Parameter:
If you send a document to only one End Receiving Station, you can set your machine to transmit directly to that station, without going through the Relay Station, by selecting "Direct." Set "Relay" if you always want to go through the Relay Station.

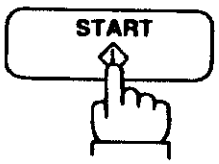
To set the Relayed XMT Fax Parameters;

1 FUNCTION and

```
SET MODE
        NO. =
```

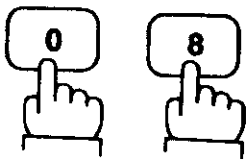
2

```
FAX PARAMETERS
```

3 START 

```
FAX PARAMETER
   NO.
```

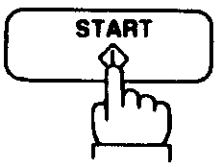
4 Enter the fax parameter number 08.



```
FAX PARAMETER
   NO.08[1]=1
```

5 Enter setting number 2.

```
FAX PARAMETER
   NO.08[1]=2
```

6 START 

```
FAX PARAMETER
   NO.
```

7 To return to standby, STOP

```
16-FEB-1989 15:00
```

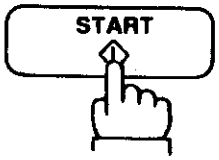
To set your own Telephone Number, your own Network Address, and the Network Password:

1 FUNCTION and

SET MODE
NO. =

2

RELAYED XMT &
CONF. COMM. PARAMETERS

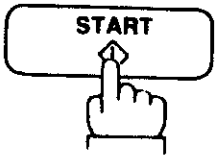
3 

OWN TELEPHONE NO.

Enter your facsimile telephone number (max. 36 digits).

Ex: 1 SPACE 2 1 2 SPACE 1 1 1 SPACE 1 2 3 4

OWN TELEPHONE NO.
1 212 111 1234

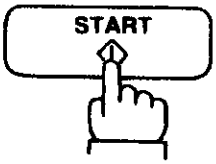
4 

OWN NETWORK ADDRESS

Enter your Network Address (four digits).

Ex: 1 0 0 0

OWN NETWORK ADDRESS
1000

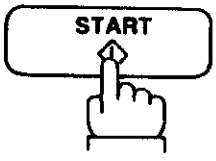
5 

NETWORK PASSWORD

Enter the Network Password (four digits).

Ex: 9 9 9 9

NETWORK PASSWORD
9999

6 

OWN TELEPHONE NO.
212 111 1234

7 To return to standby,

16-FEB-1989 15:00

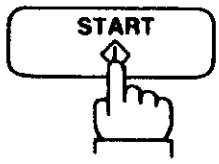
To set a One-Touch/ABBR, Dialing Number, Network Address, Relay Station Parameter (YES/NO) and One Station XMT (Relay/Direct) parameter;

1 FUNCTION and

```
SET MODE
        NO. =
```

2

```
ONE-TOUCH/ABBR. NOS.
```

3 START 

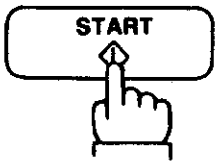
```
ONE-TOUCH/ABBR.
```

4 Press a One-Touch key or [ABBR] and two-digit number.
Ex: One-Touch key [01]

```
[01] TELEPHONE NO.
```

Enter called station's number.
Ex: [0] [1] [1] [SPACE] [6] [5] [SPACE] [1] [1] [1] [1] [2] [3] [4]

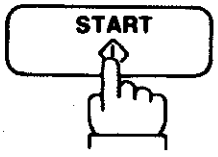
```
[01] TELEPHONE NO.
011 65 1111234
```

5 START 

```
[01] STATION NAME
```

Enter called station's name.
Ex: SINGAPORE

```
[01] STATION NAME
SINGAPORE
```

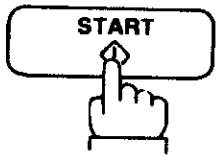
6 To set the name, START 

```
[01] ALT. ABBR. NO.
```

7 If the receiving party has an alternative facsimile telephone number, and you have already recorded it under another One-Touch or ABBR. key, you can enter it here as an alternative ABBR. NO. by pressing the One-Touch or ABBR. key

Ex: [15]

```
[01] ALT. ABBR. NO
[15] (Station name)
```

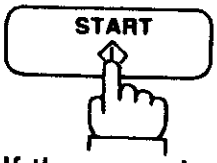
8 

Enter four-digit Network Address.

Ex: [3] [0] [0] [0]

```
[01] NETWORK ADDRESS
                    ▮
```

```
[01] NETWORK ADDRESS
                 3000
```

9 

If the recorded station is the First Relay Station, press [1].
If not, press [2].

Ex: [1]

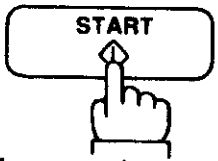
```
[01] RELAY STN NO.=▮
1:YES 2:NO
```

10 Enter the two-digit Relay Address.

Ex: [3] [0]

```
[01] RELAY ADDRESS
                    ▮
```

```
[01] RELAY ADDRESS
                   30
```

11 

In case the station you have just recorded will be used for one-station transmission, you can preset the transmission route.

[1] For transmission via the Relay Station

[2] For direct transmission

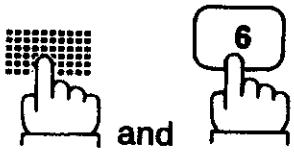
```
[07] ONE STN    NO.=▮
1:RELAY 2:DIRECT
```

12 Repeat steps 4 through 11 to enter the numbers for other stations, or return to standby by pressing [STOP].

```
ONE-TOUCH/ABBR. ▮
```

13

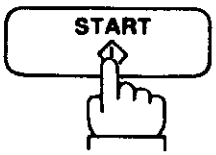
To printout a One-Touch/ABBR. NOS. List;

1 FUNCTION  and

PRINT OUT
NO. =

2

ONE-TOUCH/ABBR. NOS.

3 

* PRINTING *
ONE-TOUCH/ABBR. NOS.

Sample One-Touch/ABBR. NOS. List

```
                                                    (1)
********** UF-260 ***** ONE-TOUCH/ABBR.NOS. **** DATE 16-FEB-1989 ***** TIME 12:00 **** P.1
                                                                                  (2)      (3)

 (4)        (5)          (6)                    (7)       (8)       (9)       (10)      (11)
ABBR.     STATION      TELEPHONE              NETWORK    RELAY     RELAY     ONE STN    ALT
 NO.       NAME         NUMBER                ADDRESS   STATION   ADDRESS     XMT      ABBR

[01]    London       011 44 1 1111234          2000       YES       20      DIRECT
[02]    Stockholm    011 46 8 1111234          2001       NO        20      DIRECT
[03]    Geneva       011 41 22 1111234         2002       NO        20      DIRECT     [20]
[04]    Rome         011 39 6 1111234          2003       NO        20      DIRECT     [47]
[05]    Singapore    011 65 1111234            3000       YES       30      DIRECT
[06]    Tokyo        011 81 3 1111234          3001       NO        30      RELAY
[07]    Hong Kong    011 852 5 1111234         3002       NO        30      RELAY
[08]    Sydney       011 61 2 1111234          3003       NO        30      RELAY
[09]    Wellington   011 64 4 1111234          3004       NO        30      RELAY

          NO. OF STATIONS = 09          (12)

       OWN TELEPHONE NO. = 212 1111234      (13)
     OWN NETWORK ADDRESS = 1000             (14)
        NETWORK PASSWORD = 9999             (15)

                                                    (16)
                                                -UF-260 New York        -

                                                                        (17)
*************** -PANASONIC- ************************************** -1 212 111 1234- *******
```

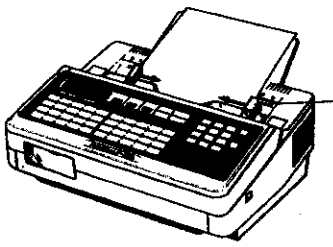
Sample One-Touch/ABBR. NOS. List Explanation

(1) Printout date : Day-Month-Year
(2) Printout time : Hour:Minute
(3) Printout page number
(4) Abbreviated number or One-Touch number
(5) Station name recorded in the machine
(6) Telephone number recorded in the machine
(7) Network Address
(8) Relay Station : Yes/No
(9) Relay Address
(10) One station XMT : Relay/Direct
(11) Alternative ABBR. Number
(12) Number of recorded ABBR. and One-Touch numbers
(13) Own telephone number
(14) Own Network Address
(15) Network Password
(16) LOGO
(17) ID number

Sending a Document by Relayed Transmission

Once you have recorded all the necessary parameters in your machine in accordance with the Relay Network you belong to, you can send a document to two or more stations in the network system, automatically, using the procedure below. The operation is the same as Multistation Transmission.

1 Place documents face down on the ADF. Adjust the left and right Document Guides.



DOCUMENT SET

2 Dial by pressing a Program key or **MEMORY/MULTIFILE**, and any combination of One-Touch, **ABBR** and two digits, **TEL/DIAL** and a full number, and a program keys.

Ex: **P1** and **27**

DOCUMENT SET
ENTER STATION(S)

DOCUMENT SET
[P1] (Program name)

DOCUMENT SET
[27] (Station name)

3 START

First the machine stores the document into the memory. Then it dials the Relay Station and sends the document.

* STORE * NO.001
PAGES=01 01%

* STORE * COMPLETED
TOTAL PAGES=05

* DIALING *
[01] (Station name)

After the transmission ends, your machine prints out a RELAY XMT REPORT automatically and returns to standby.

* JOURNAL PRINT *

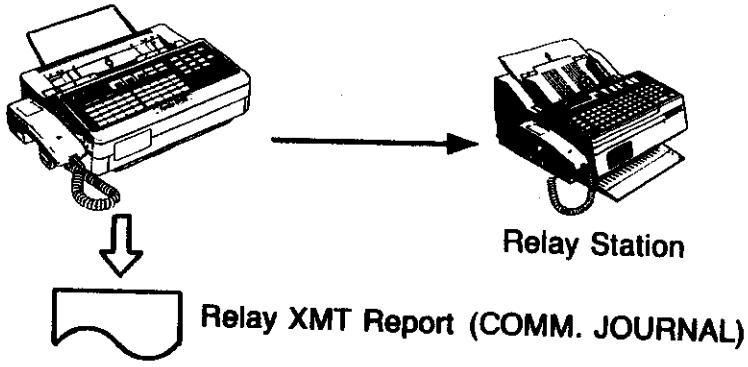
After the Relay Station finishes its transmission to the end receiving stations, your machine prints out a RELAY XMT RESULT report sent back by the Relay Station and returns to standby.

16-FEB-1989 15:00

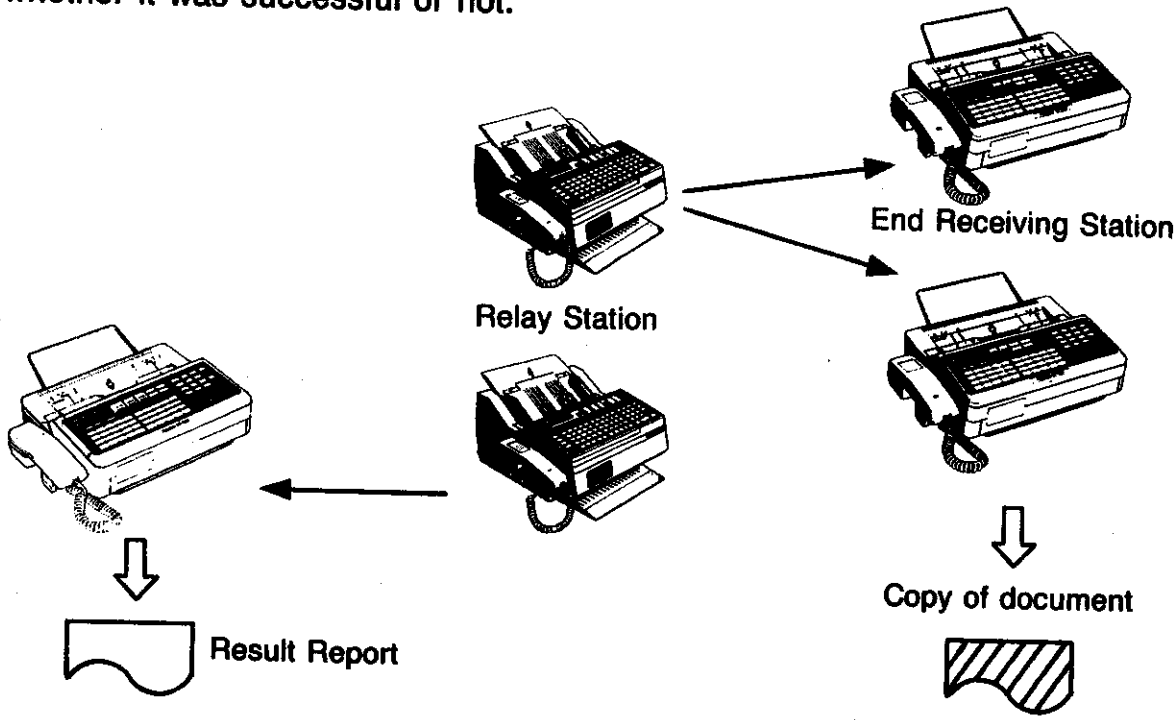
Printouts and Reports

When you use Relayed Transmission, your machine will print out the following two reports to help you check and keep track of your faxes (see pages 128 - 130 for samples of these reports).

1. **Relay XMT Report (COMM. JOURNAL)**
   When your machine finishes transmitting to the Relay Station, it will print out a RELAY XMT REPORT report telling you what it did and whether it was successful or not.



2. **Result Report**
   When the Relay Station finishes transmitting the fax it received from you to the end receiving station(s) in your network, and/or the Relay Station in another network, it will print out a RELAY XMT RESULT report telling you what it did and whether it was successful or not.



NOTE
If you transmit via more than one Relay Station, you will receive a separate Result Report.

Sample Relayed Transmission Report (COMM. JOURNAL)

```
                                                        (1)                (2)        (3)
******** UF-260 ******* -COMM. JOURNAL- ******* DATE 16-FEB-1989 ***** TIME 16:01 ***** P.1

          (4)                                (5)              (6)
   MODE = TRANSMISSION                START = 16-FEB 16:00   END = 16-FEB 16:01
   FILE NO. = 015

(7)  (8)      (9)          (10)          (11)     (12)       (13)        (14)
NO.  COM      ABBR/NTWK    STATION NAME/ PAGES    PRG. NO.   PROGRAM NAME RLY STN
                           TELEPHONE NO.

01   R-OK     [01]/2000    London        01/01                           [01]/2000
02   R-OK     [02]/2001    Stockholm     01/01                           [01]/2000
03   R-OK     [03]/2002    Geneva        01/01                           [01]/2000
04   R-OK     [04]/2003    Rome          01/01                           [01]/2000
05   R-OK     [05]/3000    Singapore     01/01                           [01]/3000
06   R-OK     [06]/3001    Tokyo         01/01                           [01]/3000
07   R-OK     [07]/3002    Hong Kong     01/01                           [01]/3000
08   INC      [08]/3003    Sydney        00/01                           [01]/3000
09   R-OK     [09]/3004    Wellington    01/01                           [01]/3000

                                                          (15)
                                                  -UF-260 London       -

                                                                   (16)
*************** -PANASONIC- ************************************ -44 1 111234- **********
```

Sample Relayed Transmission Report Explanation

(1) Printout date : Day-Month-Year
(2) Printout time : Hour:Minute
(3) Printout page number
(4) Indication of Transmission mode
(5) Starting time of transmission
(6) Ending time of transmission
(7) Communication number
(8) Communication result : "R-OK" indicates that the transmission to the Relay Station was successful. "INC" indicates that the transmission to the Relay Station was incomplete.
(9) Abbreviated number and Network Address
(10) Station name
(11) Number of page transmitted
(12) Program number
(13) Program name
(14) Relay Station number
(15) LOGO
(16) ID number

Sample Result Report (Relay XMT Result)

```
   (1)                          (2)                    (3)       (4)
1989-02-16  16:37  UF-640 Singapore                 65 1111234  P.01/01

                                                                (5)                  (6)        (7)
******** UF-640 ****** RELAY XMT RESULT ******* DATE 1989-02-16 ***** TIME 16:36 ****** P.1

         (8)                                (9)
MODE = RELAY COMM.                RELAY/NETWORK ADDR. = 20/2000

                          (10)                      (11)                 (12)
REQUEST RCVD TIME = 02-16  16:01  START = 02-16  16:03  END = 02-16  16:36

         (13)                                (14)
DOC NO. = 002                     NO. OF PAGES = 01

                                          (15)
                  REQUESTING NETWORK ADDR. = 1000

                                                (16)
                  REQUESTING TELEPHONE NO. = 212 111 1234

(17)     (18)          (19)          (20)
NO.      COM     NETWORK/RELAY ADDR.  DOC
01       OK      OWN                  01/01
02       OK      2001          20     01/01
03       OK      2002          20     01/01
04       OK      2003          20     01/01
05       OK      3000          20     01/01
06       INC     3001          20     01/01
07       OK      3002          20     01/01
08       OK      3003          20     01/01

                                                    (2)
                                                -UF-640 London       -

                                                      (21)
                                                   -01 1111234-

*************** -PANASONIC- ************************************** -44 1 1111234- **********
                                                                  (3)
                                                      (22)
                                                   TOTAL P.01
```

Sample Result Report Explanation

(1) Printout date and time : Year-Month-Day
(2) Relay Station's LOGO
(3) Relay Station ID number
(4) Page number : Number of pages sent/Total pages
(5) Transmitted date : Year-Month-Day
(6) Transmitted time
(7) Transmitted pages
(8) Function mode
(9) Relay Address/Network Address of the Relay Station
(10) The time when the Relayed Faxes are accepted by the Relay Station
(11) The time when the Initial Sending Station transmitted Relay Faxes
(12) The time when the Relay Station sent back the Relay XMT Result to the Initial Sending Station
(13) Document file number registered in Relay Station's memory
(14) Document file page number
(15) Network Address of the Initial Sending Station
(16) Telephone number of the Initial Sending Station
(17) Number of the End Receiving Station
(18) Communication result : "OK" indicates that the transmission was successful.
: "INC" indicates that the transmission was incomplete.
(19) Network Address/Relay Address
(20) Page number : Number of pages sent/Total pages
(21) Relay Station's telephone number
(22) Number of total pages printed out

b. CONFIDENTIAL COMMUNICATIONS

General Description

This feature is a simple way to ensure that confidential information reaches the right person without anyone else seeing it. When you send a normal fax, it is printed out immediately by the receiving machine and almost anyone who uses the machine might see the fax. When you use the Confidential Communication feature, however, the fax is stored in the memory, of a designated machine (Relay Station) where only a person with the right Confidential Code number can retrieve it.

Figure 1 illustrates how a Confidential fax can be sent via a Relay Station. First the Initial Sending Station sends a confidential fax to the Relay Station together with a Confidential Code. The fax will then be stored in the Relay Station's memory until polled by an End Receiving Station or printed out at Relay Station. The End Receiving Station must know the Confidential Code attached to the fax and share the Polling Password with the Relay Station. Note that your machine works as an Initial Sending Station or End Receiving Station.

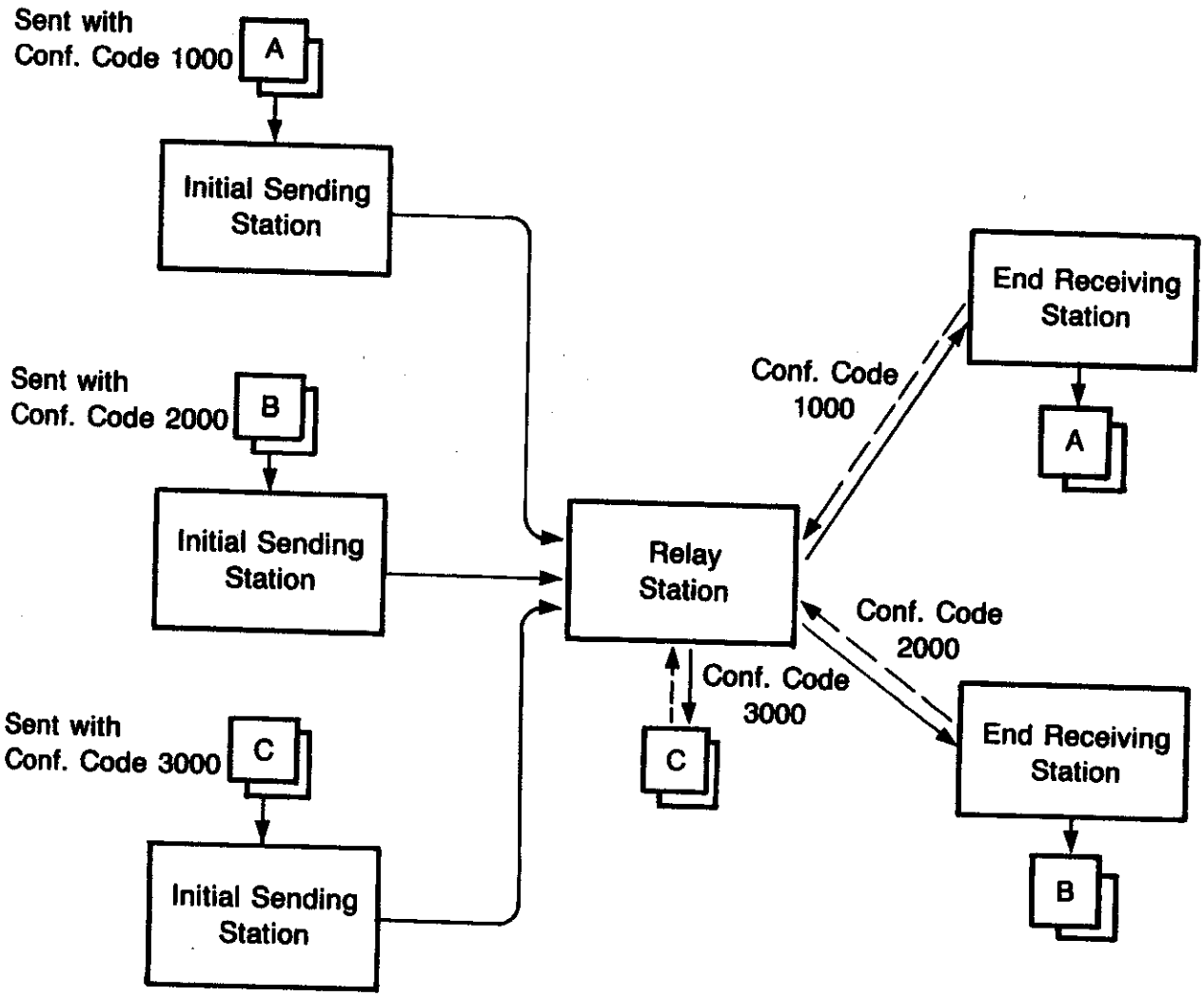


Figure 1 Confidential Communications via a Relay Station

UF-260 Compatibility with Other Machines

Table 1 shows how the UF-260 fits in with the compatibility requirements of the different kinds of facsimile stations which make up a Relay Network for Confidential Communications. It also shows whether or not special settings are required.

Table 1 Confidential Communication Requirements

Station	Model	Special Settings
Initial Sending Station	UF-140 UF-150 UF-250 UF-260 UF-620 UF-640	Required. Please refer to the individual User's Guides of each machine.
Relay Station	UF-620 UF-640	
End Receiving Station (Closed User Group)	UF-140 UF-150 UF-250 UF-260 UF-620 UF-640	

If UF-620 is the Relay Station, more than one document can be stored in the same memory file using the same Confidential Code. That is, you can keep adding faxes to the file, just like putting mail in a mailbox, until the memory is full. If UF-640 is the Relay Station, you cannot add a fax to the title which has the same Confidential Code attached with the titles already stored in the memory. Whichever station you use you can also create more than one file, each with a different Confidential Code.

Note also that once you have polled or printed out the confidential fax from the Relay Station, the fax is automatically erased from the memory.

Setting Up Your Machine for Confidential Communications

To use Confidential Communications you must first preset the Confidential Communication Fax Parameter described below. Then, every time you actually send a Confidential Fax you must set a Confidential Code.

1. **Confidential Communications Fax Parameter:**
   This switches the Confidential Communications function ON or OFF.

2. **Own Telephone Number:**
   The full telephone number should be entered.

3. **Network Password and Polling Password**
   You may use Network Password and Polling Password to prevent outside facsimile(s) from using the Confidential Communication network. The same password must be provided to all the machines inside the network.

4. **Confidential Code:**
   A four-digit code which you must assign to each Confidential Fax you send. It identifies the fax when it is stored in the Relay Station. The receiving person must know the code in order to poll the fax from the Relay Station.

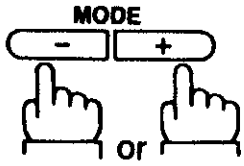
NOTE

To set Polling Password, see page 65.

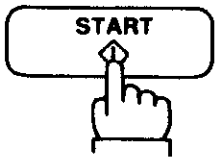
To set the Confidential Communications Fax Parameter;

1 FUNCTION and

```
SET MODE
        NO. =
```

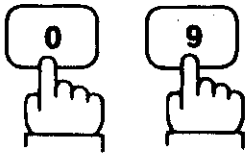
2 , or  repeatedly.

```
FAX PARAMETERS
```

3 

```
FAX PARAMETER
  NO.
```

4 Enter the fax parameter number 09.



```
FAX PARAMETER
  NO.09[1]=1
```

5 Enter setting number 2.

```
FAX PARAMETER
  NO.09[1]=2
```

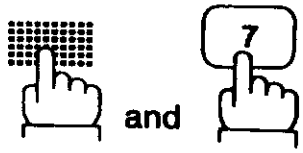
6

```
FAX PARAMETER
  NO.
```

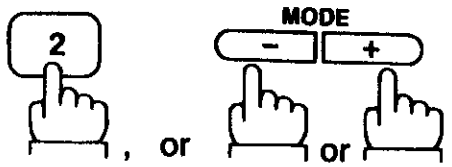
7 To return to standby,

```
16-FEB-1989 15:00
```

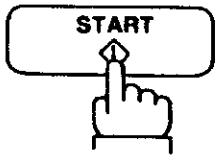
To set your own Telephone Number and the Network Password,

1 FUNCTION  and

SET MODE
NO. =

2  , or or repeatedly.

RELAYED XMT &
CONF. COMM. PARAMETERS

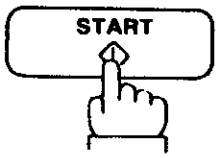
3 

OWN TELEPHONE NO.

Enter your facsimile telephone number (max. 36 digits).

Ex: 1 SPACE 2 1 2 SPACE 1 1 1 SPACE 1 2 3 4

OWN TELEPHONE NO.
1 212 111 1234

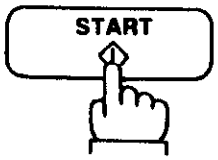
4 

OWN NETWORK ADDRESS
■■■■

Enter your Network Address (four digits).

Ex: 1 0 0 0

OWN NETWORK ADDRESS
1000

5 

NETWORK PASSWORD
■■■■

Enter the Network Password (four digits).

Ex: 9 9 9 9

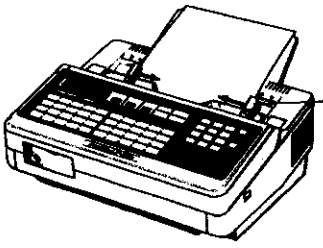
NETWORK PASSWORD
9999

13

Sending a Confidential Fax to a Relay Station

1 Place a document face down on the ADF. Adjust left and right Document Guides.

```
DOCUMENT SET
```



2 FUNCTION and


```
CONFIDENTIAL COMM.
CONF.CODE=■■■■
```

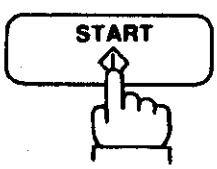
3 Enter Confidential Code (four digits).
Ex: [2] [2] [3] [3]

```
CONFIDENTIAL COMM.
CONF.CODE=2233
```

```
CONFIDENTIAL COMM.
ENTER STATION
```

4 Dial the Relay Station's number by pressing a One-Touch key, [ABBR] and two digits, or [TEL/DIAL] and a full number.
Ex: One-Touch key [05]

```
CONFIDENTIAL COMM.
[05] SINGAPORE
```

5 


```
CONFIDENTIAL XMT
[05] SINGAPORE
```

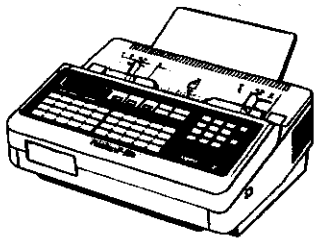
```
* DIALING *
011 65 1111234
```

6 If necessary, inform the receiving party of the confidential Fax and tell them the Confidential Code and the Relay Station you sent the document to.

Polling a Confidential Fax from a Relay Station

After you have been informed that someone has transmitted a confidential Fax to a Relay Station, you can retrieve the Confidential Fax from the Relay Station's memory in the following way.

1 Make sure no documents are on the ADF.



2 FUNCTION and 5

```
CONFIDENTIAL COMM.
CONF.CODE=■■■■
```

3 Enter Confidential Code (four digits).
Ex: [2] [2] [3] [3]

```
CONFIDENTIAL COMM.
CONF.CODE=2233
```

```
CONFIDENTIAL COMM.
ENTER STATION
```

4 Dial the Relay Station's number by pressing a One-Touch key, [ABBR] and two digits, or [TEL/DIAL] and a full number.
Ex: One-Touch key [01]

```
CONFIDENTIAL COMM.
[01] SINGAPORE
```

5 START
The machine begins dialing the Relay Station and, when it answers, retrieves the confidential fax.

```
CONFIDENTIAL POLL
[01] SINGAPORE
```

```
* DIALING *
106 65 1111234
```

13

Printouts and Reports

When you send a Confidential Fax to the Relay Station by dialing its One-Touch or ABBR. number, or the station's full number, your machine will print out a Confidential XMT Report, automatically, as soon as the transmission ends.

Sample Confidential XMT Report (COMM. JOURNAL)

```
                                                    (1)                    (2)
********** UF-260 ******** -COMM. JOURNAL- ******** DATE 16-FEB-1989 ***** TIME 10:20 *****

                (3)                                (4)                (5)
   MODE = CONFIDENTIAL-XMT            START = 16-FEB 10:20   END = 16-FEB 10:20

(6)   (7)      (8)          (9)          (10)     (11)        (12)        (13)
NO.   COM   ABBR/NTWK    STATION NAME    PAGES   PRG. NO.   PROGRAM NAME   RLY

01    R-OK     [05]/3000   Denver          01                              [05]/3000


                     (16)
CONFIDENTIAL CODE = 2233

                                                          (14)
                                                    -UF-260 New York       -

                                                                    (15)
*************** -PANASONIC-************************************** -1 312 111 1234- *********
```

Sample Confidential XMT Report Explanation

(1) Printout date : Day-Month-Year
(2) Printout time : Hour:Minute
(3) Indication of confidential transmission mode
(4) Starting time of transmission
(5) Ending time of transmission
(6) Communication number
(7) Communication result : "R-OK" indicates that the transmission to the Relay Station was successful. "INC" indicates that the transmission to the Relay Station was incompleted.
(8) Abbreviated number/ One-Touch/ABBR. number/Network Address
(9) Station name
(10) Number of page transmitted
(11) Program number
(12) Program name
(13) Relay station number
(14) LOGO
(15) ID number
(16) Confidential Code

c. PASSWORD COMMUNICATION

Password Communications, including Password Transmission and Password Receiving, prevent your machine from sending a fax to a wrong station or receiving a fax from unauthorized stations. You can set Password Transmission and Password Receiving independently, or set both together.

To use Password Transmission, you have to set Fax Parameter 21 to the valid position (see pages 27 - 30) and set a four-digit Transmission Password in your machine in advance. The password must be shared with the other UF-260 machine(s). If the Transmission Password set in your machine does not match the Transmission Password set in the other UF-260 machine(s), the transmission will fail. You can select to use Password Transmission or not by setting PASSWD-XMT to on or off when you send a document.

To use Password Receiving you have to set Fax Parameter 22 to the valid position (see pages 27 - 30) and set a four-digit Receiving Password in your machine in advance. The password must be shared with the other UF-260 station(s). If the Receiving Password set in your machine does not match the Receiving Password set in the other UF-260 machine(s), the reception will fail. Once you set Password Receiving to on, it is valid until you change the setting to off.

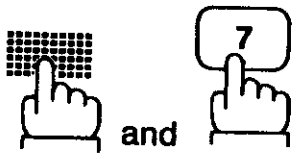
You cannot communicate, using Password Transmission or Password Receiving, with any type of model except the UF-260.

Setting Transmission Password and Receiving Password

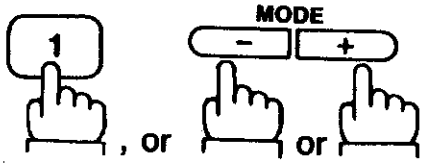
Before setting Transmission Password and Receiving Password, be sure to set Fax Parameters 21 and 22 to the valid position (see pages 27 - 30).
To set Transmission Password and Receiving Password, follow the procedure below.

Setting Transmission Password and Receiving Password

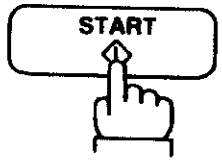
Before setting Transmission Password and Receiving Password, be sure to set Fax Parameters 21 and 22 to the valid position (see pages 27 - 30).
To set Transmission Password and Receiving Password, follow the procedure below.

1 FUNCTION  and

```
SET MODE
NO. =
```

2  , or or repeatedly.

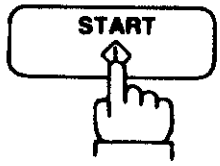
```
USER PARAMETERS
```

3 START  repeatedly.

```
XMT-PASSWORD
■■■■
```

4 Enter a four-digit Transmission Password.
Ex: [5] [0] [0] [0]

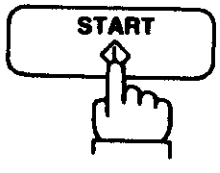
```
XMT-PASSWORD
5000
```

5 To set the Transmission Password,
START 

```
RCV-PASSWORD
■■■■
```

6 Enter a four-digit Receiving Password.
Ex: [6] [0] [0] [0]

```
RCV-PASSWORD
6000
```

7 To set the Receiving Password,
START 

```
DATE & TIME
16-02-1989 15:00
```

To return to standby, press [STOP] .

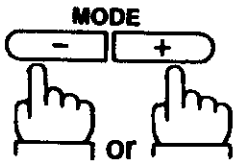
How to Start Password Transmission

Password Transmission is preset to OFF in your machine.

To start Password Transmission, set PASSWD-XMT to ON following the procedure below.

1 Place a document face down on the ADF. Adjust left and right Document Guides.

```
DOCUMENT SET
```

2 


```
DOCUMENT SET
 PASSWORD-XMT=OFF.
```

3

To turn PASSWD-XMT to OFF, press [SELECT] again.

```
DOCUMENT SET
 PASSWORD-XMT=ON
```

4 Dial by pressing a One-Touch key, [ABBR] and two digits, or [TEL/DIAL] and a full number.

Ex: [ABBR] [4] [5]

If your machine's Transmission Password coincides with the other station's, your machine starts sending the document. If not, the display shows an error code.

When transmission is completed, PASSWD-XMT returns to standard setting.

```
* DIALING *
[45] (Station name)
```

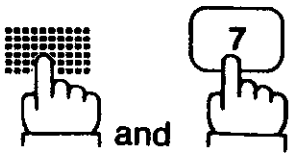
NOTE

1. You can send a document to multiple stations by using Password Transmission.
2. To change the Standard setting of Password Transmission, see page 27. Once you set the standard setting to ON, turn PASSWD-XMT to OFF by pressing [SELECT] when you send a document, if necessary.

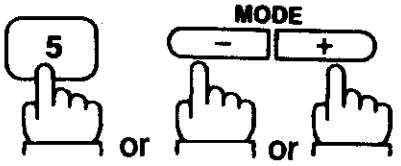
How to Set Password Receiving

Password Receiving is preset to OFF in your machine.

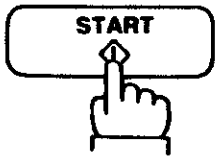
To set Password Receiving, change the standard setting of Password Receiving to ON by following the procedure below.

1 FUNCTION  and

```
SET MODE
        NO. =
```

2  or or repeatedly.

```
FAX PARAMETERS
```

3 

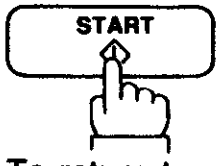
```
FAX PARAMETER
   NO.
```

4 Enter Parameter Number 12 by pressing [1] [2].

```
FAX PARAMETER
   NO. 12 [ 1 ] =1
```

5 To set Password Receiving, press [2].

```
FAX PARAMETER
   NO. 12 [ 1 ] =2
```

6 

To return to standby, press [STOP].

```
FAX PARAMETER
   NO.
```

NOTE

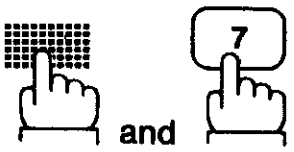
Once you set Password Receiving, it is valid until you change the standard setting to OFF. To do so, enter 1 in Step 5, then press [START].

d. FAX ACCESS CODE

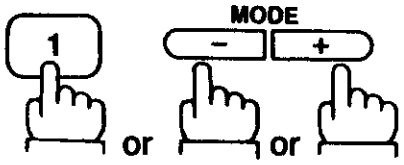
The Fax Access Code prevents an unauthorized user from operating the machine. Once a four-digit Fax Access Code is registered, no one can operate the machine without entering the correct access code. Automatic Receiving, however, is always available. After you complete any operation, such as mode setting or transmission, and the display returns to standby, you have to reenter the access code in order to use the machine again. Registering the Fax Access Code does not affect the use of the machine in any other way.

How to Set Fax Access Code

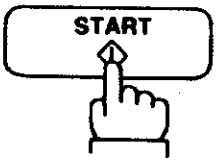
Before you use the Fax Access Code function, be sure to set Fax Parameter 20 to the valid position.

1 FUNCTION  and

```
SET MODE
NO. =
```

2  or or repeatedly.

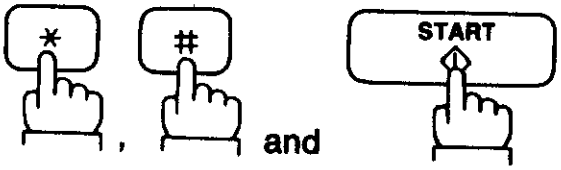
```
USER PARAMETERS
```

3  repeatedly.

```
FAX ACCESS CODE
```

4 Enter a four-digit Fax Access Code.
Ex: [5] [5] [5] [5]

```
FAX ACCESS CODE
5555
```

5 To set the code,


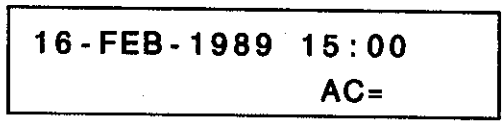
```
DATE & TIME
16-02-1989 15:00
```

6
To return to standby,

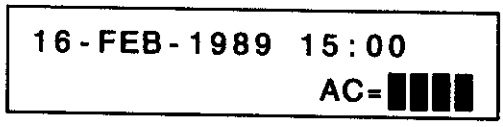
```
16-FEB-1989 15:00
AC=
```

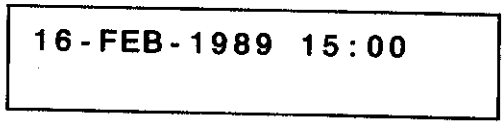
How to Use the Machine after You Set Fax Access Code

1 Enter Fax Access Code.
Ex: [5] [5] [5] [5]



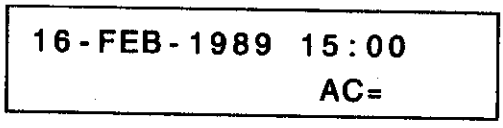
If the Fax Access Code you just entered coincides with the code set in the machine, the display "AC=" will disappear. If not, the machine returns to standby.





2 Now you can use the machine by normal operation.
Ex: Set a document on the ADF.

3 After you complete any operation, the machine will return to standby. To use the machine again, reenter the Fax Access Code.



13

NOTE When you enter the Fax Access Code in Step 1, the numbers are not displayed.

How to Reset Fax Access Code

1 Enter the Fax Access Code.
Ex: [5] [5] [5] [5]

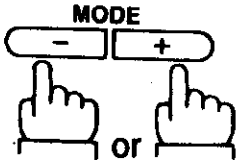
```
16-FEB-1989 15:00
                AC=
```

```
16-FEB-1989 15:00
                AC=■■■■
```

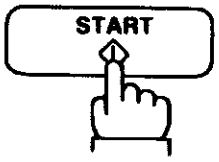
```
16-FEB-1989 15:00
```

2 FUNCTION and

```
SET MODE
          NO.=■
```

3 or  repeatedly.

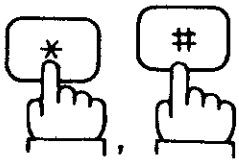
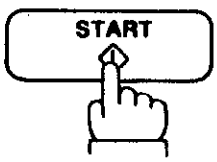
```
USER PARAMETERS
```

4  repeatedly.

```
FAX ACCESS CODE
                5555
```

5

```
FAX ACCESS CODE
                ■■■■
```

6  and 

```
DATE & TIME
     16-02-1989 15:00
```

7 To return to standby,

```
16-FEB-1989 15:00
```

14 SPECIFICATIONS

Compatibility	CCITT Group 3 Group 2
Scanning method	Transmitter: Flat bed scanning with CCD type image sensor Receiver: Solid state thermal recording head
Document size	MAX.: 280 mm × 297 mm 280 mm × 1000 mm (with operator's assistance) MIN. : 148 mm × 70 mm
Document thickness	Single page : 0.06 mm to 0.15 mm Multiple pages : 0.06 mm to 0.10 mm
Effective scanning width	G3: 208 mm 252 mm (Reduction) G2: 205 mm 240 mm (Reduction)
Recording paper size	210 mm × 100 m
Effective recording width	G3: 208 mm G2: 205 mm
Resolution	Horizontal: G3 8 pels/mm G2 3.85 pels/mm Vertical : G3 3.85 lines/mm (STANDARD) 7.7 lines/mm (FINE) 15.4 lines/mm (SUPER FINE) G2 3.85 lines/mm
Coding scheme	MH, MR, MMR with MWS
Modem	G3: V.29, V.27ter with fallback function, and V.21 G2: AM-PM-VSB
ADF capacity (Automatic Document Feeder)	Built-in,up to 30 sheets
Abbreviated dialing memory capacity	100 Stations (32 One-Touch keys and 8 Program keys) Each station can hold telephone numbers up-to-36 digits long (including pauses and spaces). Station names can be up to 15 characters.

Image Memory Capacity	Approx. 20 pages (Based on CCITT Test Chart No. 1 using STD resolution)
Power supply	200V version: AC 200V to 240V, 50/60 Hz, Single Phase 100V version: AC 110V to 120V, 50/60 Hz, Single Phase
Power consumption	Standby: Approx. 20W Transmission: Approx. 50W Reception: Approx. 50W (Black Ratio: 20%) Copy: Approx. 70W (Black Ratio: 20%) MAX.: Approx. 150W
Dimensions	161 mm (H) × 370 mm (W) × 335 mm (D) (excluding projections)
Weight	Approx. 8 kg (excluding recording paper, power cord)
Operating environment	Temperature: 5 to 35°C Relative humidity: 20 to 80%